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ABSTRACT

This bibliography lists materials which deal with the role of the disadvantaged in public service. It focuses only on materials generally available to the average researcher, and is designed to be of particular use to those whose responsibility is to hire the disadvantaged. Included in the bibliography is whatever written material is generally available on the selection, testing, training, and employment on all levels of the public service of disadvantaged persons. The materials have been annotated, evaluated, and grouped with a view to what is available; only a few attempts have been made to point out gaps in the field. The sources are grouped as follows: (1) Federal sources and commentaries on Federal programs; (2) general issues such as social problems and manpower; (3) personnel practices such as fair employment; and (4) specific programs. (Author/JW)

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Reference File No. 4

An Annotated Bibliography:

PUBLIC EMPLOYMENT AND THE DISADVANTAGED

National Civil Service League,
1028 Conn. Ave., N.W. Washington, D.C. 20036

January 1970

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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INTRODUCTION

This is a bibliography dealing with the role of the disadvantaged person, as defined below, in public (i.e. government) service. It deals only with material generally available to the average researcher throughout the country and is not an inventory of any one library's or office's holdings. The bibliography was designed to be of particular use to those whose responsibility it is to hire the disadvantaged and to reconcile such hiring programs with an established civil service system.

The "rule-of-thumb" definition of "disadvantaged" used in this bibliography is: those persons lacking the usual, normal, or accepted advantages and opportunities considered generally available to members of our society as a whole. The category would then include those persons who are one or more of the following:

1. poor, according to accepted government poverty levels;
2. discriminated against in employment;
3. not sufficiently educated to obtain more than menial labor;
4. unemployed or not suitably employed based on their capacity to learn or work;
5. physically or mentally handicapped.

Assimilating members of this group into the public service as both a means of providing them with gainful employment and as a way to relieve critical shortages of workers is a recognized national objective. The question posed by such a policy is how to accomplish this goal without damaging or endangering the basic principles of merit employment, which usually involve the application of certain minimum standards of training and certain mental or physical capabilities. We have tried to find whatever written material is generally available dealing with the selection, testing, training, and employment on all levels of the public service of persons who fit into the concept of disadvantaged described above. In order to do this, we faced a number of problems.

The field of new careers is new, viable, amorphous, and rapidly expanding. There must be valuable programs and approaches which would be generally useful but which are simply not written about in either readily available or in any form at all. Then there is the written material which is published in impermanent form in small editions or is restricted in distribution. No one office or agency is currently responsible for the collection and distribution of all the work done in the field, or in the broader one of private employment of the disadvantaged (with the possible exception of the new "Manpower information service" of the Bureau of National Affairs). Alan Gartner of New York University estimates that there are about 35 laws establishing "some 100 grant-in-aid programs incorporating or permitting the new careers design." He further estimates that these programs involve over 400,000 persons. A glance at the "Catalog of Federal domestic assistance," the "OEO wish book," shows he can't be far wrong.

Some material on established projects we wish were available simply is not. For example, the Army's extensive training program of men who would otherwise be rejected for service has been in operation for some years. The Department of Defense does not have any published materials generally available, and no researcher has investigated and written about the preparation of thousands of men for new careers. The project is briefly described in Sar A. Levitan's "The military: a new recruit in the war on poverty" (*American Child,* vol. 48, no. 4, Fall 1966, pp. 24-26), but this is all we have been able to find. Newspaper files may yield more information for those who are interested; the *New York Times Index* is suggested. A similar situation exists with regard to a major "big brother" program conducted by the Post Office Department.

The material in this bibliography has been evaluated, annotated, and grouped with a view to what is available, and only a few attempts have been made to point out gaps in the field. These should be evident to anyone reading in the context of his own new careers civil service work. Perhaps some academic perusing the "OEO wish book" will decide to become a prophet with a cause and make an effort to fill such obvious gaps as:

—an analysis of precisely what fields are appropriate to new careers ladders (libraries? civil defense? pre-school education? day care centers?); Alan Gartner ("Do paraprofessionals . . .") has done some preliminary work in this area;

—what supportive services are needed for those entering the world of steady, remunerative employment for the first time (basic health care? budgetary planning? social graces?);

—the role of the disadvantaged in the management and administration of their own agencies (what management training is needed for work in Model Cities programs? in Community Action Agencies? in community school districts?).

Using the guideline of "generally available," over 60 titles were discarded because they were unpublished, out-of-print, or not available at either the Library of Congress or the libraries of any major government agency in the Washington, D. C. area. Of course one of the problems here is that libraries cannot cope with the flood of miscellaneous pamphlets and brief mimeographed papers which are turned out by hundreds of organizations, many of which were in existence for only a short time. Such material is automatically classed as "ephemera" under current library selection standards and discarded. A related problem is material which is issued in draft form to a limited group or which serves only as briefing data for conference participants.

Material which is obtainable directly from an agency or organization is identified by the inclusion of an address with the main entry, or is described in "Sources." In listing titles which are issued by regular publishers, or which are easily found in a library, we do not include an address. If your library does not have the material, ask your librarian about the possibility of an interlibrary loan, or for suggestions regarding card catalog subject heading entries. Your library may also have pamphlet or vertical files where such material is stored. Addresses of publishers are available in the current issue of "Books in print," which can be found at the library or at major book stores.

Government documents may be obtained either from the agency listed as author or publisher, or from the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402. In addition, the U.S. Congress Joint Committee on Printing's "Government depository libraries" lists almost 1,000 libraries throughout the country where government publications may be seen. For a copy of this list, write to: Chief of the Library, Division of Public Documents, U.S. Government Printing Office, Washington, D. C. 20402.

One of the minor problems we faced was that of semantics. A term such as "nonprofessional" is defined in many ways. For example, in the social work field primarily, "nonprofessional" is used to designate someone with a college degree in a field other than social work. Volunteers are also considered "non-professionals," as are older, well-educated women looking for new careers after their families are grown. All titles dealing with such nonprofessionals were discarded. Neither did we consider to be disadvantaged all those high school or college students who work as one type of "aide" or other part time or summers.

We also found discrepancies in the description of New Careers (a now out-dated term) for the disadvantaged. The 1969 term is "paraprofessional," which appears to mean what "subprofessional" did in 1968, "nonprofessional" did in 1967, and "indigenous nonprofessional" did in 1966. Lower case new careers appears to be the current "in" term.

In the final analysis, the contents of a bibliography depend entirely on the judgment of the compilers. For example, we eliminated 20 titles found in source material as irrelevant to the main subject. These titles dealt with such subjects as the structure of organizations, elementary school training for disadvantaged learners, vocational problems of professional and technical personnel, and general community problems or activities. More detail on what we considered to be irrelevant material may be found in the introduction to each section of this bibliography.

The Library of Congress cataloging system was loosely used as the basis of entries, combined with simple logic. Where there was a conflict, we hope that logic prevailed. Each entry is as complete as possible, and nothing has been included in this bibliography unless it was personally reviewed. Through the use of detailed grouping of material with explanatory notes, cross references, and an author index which includes the names of all persons or organizations mentioned anywhere in the text, we have tried to make the titles as accessible as possible.

Doris Phelps
Adele Kravitz
January 1970

I. SOURCES

The usual sources for bibliographic material were of little value to research in the specific field of the disadvantaged and the public service. Such regular publications as the *Reader's Guide, Public Affairs Information Service (PAIS),* and *Personnel Management Abstracts* yielded few useful titles. The periodicals which were consistently useful are not abstracted by these indexes and are listed separately at the end of this section.

The section begins with the basic Federal sources in the field: the basic enabling legislation, a guide to Federal grants, the Federal executive agencies supervising the work authorized by legislation and their regular publications, and the contract agencies working under Federal departments to disseminate information. Anyone interested in the field should keep in constant contact with these sources in order to be up-to-date on appropriate activities.

The Manpower Administration of the U.S. Department of Labor is of particular interest. In a recent reorganization, this department created a new Division of Public Career Programs, of which the old New Careers Office, dealing with established new careers agencies, will be one section. Three other sections will be concerned with entry-level and up-grading programs in: state, county, and municipal governments and special districts; grant-in-aid agencies; and the Federal government.

The New Careers Office does not now have any prepared material to assist its new careers agencies in training programs, but does send out reprints of material currently available from its two contract agencies (University Research Corporation for agencies east of the Mississippi and Social Development Corporation in the West). The Office suggests in addition that the textbooks of private publishers be used where training involves the upgrading of basic educational qualifications.

The section on Federal sources is followed by one of commentaries on Federally authorized programs. There are additional commentaries in the work done by the New Careers Development Center of New York University, but these are usually mimeographed and not generally available, so the material is listed only in the entry for that organization.

The next section on other sources covers many aspects. Here we have listed current bibliographies, regular organizations, and descriptions of organizations or projects which may no longer be in existence but which have made a substantial contribution to material in the field. There was no one list we could find which included the names and addresses of all agencies publishing material in the field, so this section has been compiled based on our research and correspondence. There may be more groups, but we simply did not run across them.

The closing section is the one on periodicals which is described in the first paragraph. Subscriptions to these, and to the regular publications of the Manpower Administration and its contract agencies will keep a researcher abreast of the field.

SOURCES: FEDERAL

Clearinghouse for Federal Scientific and Technical Information, U.S. Dept. of Commerce (National Bureau of Standards), Springfield, Va. 22151.

U.S. government research and development reports (USGRDR) *and its* Index.

A semi-monthly journal which provides a list of titles already available from the Clearinghouse at $3.00 each (paper) or 65 cents (microfiche).

Clearinghouse announcements (CAST: Clearinghouse Announcements in Science and Technology) are published twice monthly in 46 categories; $5.00 a year for first category (Social sciences and education is no. 42). The Clearinghouse also offers a Fast Announcement Service (FAS) for $5.00 a year for any and all categories. This is a selective announcement service covering about ten percent of Clearinghouse input, compiled and mailed irregularly. Of the 57 categories offered under this program, Social sciences and education is no. 53. See also Educational Resources Information Center under U.S. Dept. of Health, Education, and Welfare.

The Clearinghouse reprints reports made to various government agencies on a contract basis. Titles from this source reviewed elsewhere in this bibliography are:

Community Programs and Training Consultants, Inc., "The non-professional in experimental and demonstration projects."

National Committee on Employment of Youth (several titles).

Pelosi, John William, "A study of the effects of examiner race, sex, and style of test responses of Negro examinees."

Daniel Yankelovich, Inc. (several titles).

Social Development Corporation, 1717 Massachusetts Ave., Northwest, Washington, D. C. 20036, 202/483-5000.

The Corporation is a private nonprofit organization with the stated objective of increasing the impact of social legislation through innovations in program administration. SDC is the Labor Dept. contract agency providing technical assistance to 26 new careers programs west of the Mississippi. Several useful how-to-do-it guides have been prepared by this organization: see entries under SDC for:

"Merit systems and new careers"

"New careers job development"

"New careers police-community relations"

In preparation is a "New careers annotated bibliography." In draft, this publication has entries alphabetically by title only, without index or cross references. Many entries are for materials that we have found to be out-of-print or not generally available. Without substantial revision, the valuable annotations will not receive the use they merit.

U.S. Civil Service Commission, Washington, D. C. 20415.

The Commission issues a series of brief pamphlets which explain the role of specifically handicapped persons in the Federal civil service. These pamphlets and additional information on each subject are available upon request from local offices of the State Employment Service or the Civil Service Commission.

"Accent on Youth: Federal employment and work experience programs."

"Employment of the blind in Federal service."

"Employment of the deaf in Federal service."

"Employment of the handicapped in Federal service."

"Employment of the rehabilitated offender in the Federal service."

"Employment of the mentally restored in Federal service."

"Employment of the mentally retarded in Federal service."

U.S. Civil Service Commission Library.

Personnel literature. Monthly. Available on request (with annual index).

This acquisitions list is the best bibliography yet found of current literature in the personnel field. Numerous subject headings are devoted to topics of pertinence to new careers and the annotations provide accurate descriptions of the material. Monthly copies should be saved for use with the annual index.

Personnel bibliographies.

These are comprehensive bibliographies on specific subjects. They are revised and updated every two years. Some titles which are currently available include: "Recruitment for the public service, Supplement 1" (no. 3); "The Federal Civil Service—history, organization and activities, Supplement 1" (no. 6); and "Planning, organizing and evaluation training programs, Supplement 1" (no. 18). Anyone interested should request an up-to-date listing.

U.S. Dept. of Health, Education, and Welfare, Washington, D. C. 20201.

Four divisions of this agency are the prime source of material and information on the disadvantaged, but only a very limited amount of the material deals with the public sector or is published for general distribution. There are numerous in-service guides published by the Public Health Service (National Institutes of Health), the Office of Education Division of Manpower Development and Training, the Social and Rehabilitation Service, and the State Personnel Merit Systems Office under the Office of the Secretary. The "Summaries of training projects: Juvenile Delinquency and Youth Offenses Control Act (rev. 1966)" of the Social and Rehabilitation Service is an example of the type of publication issued. It covers all projects supported by HEW grants, but the individual reports are available only from the grantees and are not published for general distribution at this time.

Educational Resources Information Center (ERIC), Office of Education.

ERIC is a computerized national information system dealing with documents on aspects of education: administration, counseling, disadvantaged learners, etc. Its work in the field of education is similar to that of the Clearinghouse for Federal Technical and Scientific Information of the National Bureau of Standards and there is a limited amount of duplication. Material on education of disadvantaged learners (adults as well as children) is available from ERIC's clearinghouse at Teachers College, Columbia Univ., New York, N.Y. 10027. Information about ERIC is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402 ("How to use ERIC," pub. no. 328-602, 30 cents; Catalog of publications dealing with ERIC. no. FJ 5.212: 12037-A, free). See also: Yeshiva Univ.

U.S. Dept. of Labor. Manpower Administration

This agency has handled all the functions of the Office of Manpower Policy, Evaluation, and Research since Oct. 1967. The latter, in turn, had taken over the functions of the Office of Manpower, Automation, and Training (established June 1962) in Dec. 1965. All publications listed below, and any others on the subjects under the office's jurisdiction, may be obtained from the Inquiry Office, Dept. of Labor, Constitution Ave. and 14th St., Northwest, Washington, D. C. 20210, or from the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402, for a small charge.

Manpower and operations research studies of the U.S. Employment Service and state employment services 1958-1967: a selected bibliography. (Bureau of Employment Security, BES no. E261), 1968. 145 p.

A comprehensive state-by-state bibliography of the research activities of the U.S. Employment Service over the last 10 years. The availability of each publication is noted. The research is in such fields as job opportunity, special manpower and job markets, test development, counseling, and human resources.

Manpower development and training in correctional programs. (MDTA experimental and demonstration findings no. 3. G.P.O. no. 312-944), 1968. 199 p.

A conference report which is useful because of the chapters on "The use of nonprofessionals and service volunteers in corrections" by Leon G. Lieberg and "Job development and placement of the ex-offender" by Dr. Clyde E. Sullivan. Other chapters are of general interest.

Manpower Evaluation Reports.

First published in 1963, these are issued irregularly and tend to deal with MDTA programs for private industry. Some may be of peripheral interest, *e.g.* no. 3: "Occupational training of women" or the latest, no. 8: "The influence of MDTA training on earnings."

Manpower report of the President, including a report on manpower requirements, resources, utilization, and training. (G.P.O., $2.00, paper), Jan. 1969. 253 p.

An excellent guide to all the programs of the Dept. of Labor and their current status. Everything is explained clearly; a very basic, thorough picture of the labor market today from the government's point of view.

Manpower research projects sponsored by the U.S. Department of Labor, Manpower Administration, through June 30, 1968. (G.P.O. no. 317-261), Oct. 1968. 219 p.

This covers all projects in progress at the end of fiscal 1968, in addition to information on projects carried over from previous years and a list of reports completed 1963-1968. Each is thoroughly annotated. The availability of individual reports is another question. We suggest writing directly to the Manpower Administration at the Dept. of Labor address. Published annually.

New Careers: jobs with a future and a profession. (G.P.O. no. 359-579, 15 cents), 1969.

A brief pamphlet describing the program and telling where to get more information in individual areas around the country.

The Neighborhood Youth Corps: hope and help for youth. (G.P.O. no. 350-071, 15 cents), May 1969.

Another brief informational pamphlet similar to the one above. The Neighborhood Youth Corps was established in Nov. 1964 and has provided training for public service work in some communties in such fields as police cadets, sheriff's aides, and corrections officers' aides. It is currently administered by Mark Battle, Deputy Administrator, Bureau of Work-Training Programs of the Department. We could find no comprehensive publication on the group's work and Mr. Battle himself has complained that there is little evaluation of NYC efforts available, but there are several pamphlets which provide general information:

"From a world of poverty to a life of hope" (n.d.)
"Making the scene" (Dec. 1968)
"The Neighborhood Youth Corps, three years of success" (1968)

Public Service Careers Program: a general description, Aug. 1969, 69 p. [internal publication for staff].

The PSC program provides "funds to state and local governments and federal agencies for innovative projects directed toward overcoming or eliminating existing barriers" against hiring the disadvantaged. This publication summarizes the plans, states the general problem and the program concept, and details the plans of action. There is a most useful appendix which shows 'the increase anticipated in public sector employment."

Youth Opportunity Centers: focus on youth and jobs. (G.P.O. no. 359-581, 15 cents), 1969.

A brief pamphlet giving basic information on a project of the state-Federal Employment Service system for highly personalized services for youths 16 to 21. YOC works closely with CAP, NYC, Job Corps. etc.

Employment Service Review. Elsie S. Dorman, Editor. Published by the U.S. Employment Service (Frank H. Cassell, Director) for the Bureau of Employment Security of the U.S. Dept. of Labor from 1964 to 1968.

Each issue devoted itself to a single major topic and included a comprehensive bibliography. For example, Nov. 1966 (vol. 3, no. 11) was on "Health manpower" and included articles on all aspects of developing careers in the health fields. The progressive work by Mr. Cassell in the general field of employment of the disadvantaged was well exemplified by this USES publication. It was superseded as of Dec. 1968 (last issue) by *Manpower.*

Manpower, the official monthly journal of the Manpower Administration, U.S. Dept. of Labor. Subscriptions $7.50 from Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402.

This *Life*-like magazine covers all aspects of manpower. The April 1969 issue, for example, includes discussion of training of the retarded and the need for health personnel, as well as an interview with Seymour Wolfbein and the Kirkbride article (see entry).

U.S. Office of Economic Opportunity

Catalog of Federal domestic assistance. Washington, D. C., U.S. Government Printing Office, Jan. 1969. 610 p. (G.P.O. no. 328-264; available from OEO, Information Office, Washington, D. C. 20506)

Familiarly known as the "OEO wish book," this is a detailed "description of the Federal government's domestic programs to assist the American people in furthering their social and economic progress." The book explains the nature and purpose of each program, specifies the major eligibility requirements, tells where to apply, and lists printed materials available describing the program. An appendix lists the addresses of the regional offices of the Manpower Administration, the Civil Service Commission, and other agencies pertinent to this bibliography.

Two briefer publications on the same subject seem to be abstracted from this text. They are:

National League of Cities and U.S. Conference of Mayors. Center for Policy Analysis, 1612 K St., Northwest, Washington, D. C. 20006.

The mayor and manpower: Federally aided manpower programs. [n.d., various pp.] No index or table of contents.

Urban Coalition, 1819 H St., Northwest, Washington, D. C. 20006, 202/223-9500.

Manual of Federally-supported manpower programs. [n.d.] 55 p. No index or table of contents.

U.S. Statutes at Large

Economic Opportunity Act: vol. 80, pt. 1 (89th Cong./2d sess.) 1966, pp. 1451-1477 *and* vol. 81 (90th Cong./1st sess.) 1967, pp. 672-728.

The basic enabling act which authorizes the appropriation of funds for new careers programs to assist the disadvantaged. The 1966 amendments to the Economic Opportunity Act (EOA) which provided for the new careers program administered by the Manpower Administration of the U.S. Dept. of Labor are known as the "Scheuer Amendments."

University Research Corporation, 4301 Connecticut Ave., Northwest, Washington, D. C. 20008, 202/244-9210.

The Corporation, the Labor Dept. contract agency operating east of the Mississippi, currently has three divisions. Its National Institute for New Careers (formerly New Careers Development Corp.) is in the process of revising, updating, and releasing the comprehensive set of training manuals and other work done by the Howard University (Washington, D. C.) Institute for Youth Studies (formerly Center for Youth and Community Studies). These reprints are currently available only to those operating under Dept. of Labor New Careers contracts. This division also publishes a series of bulletins and a series of reprints available to anyone on request (see below). The Corporation has two other divisions: Institute for Justice and Law Enforcement and National Institute for Public Employee Relations.

National Institute for New Careers.
Bulletin. Patricia Fleming, editor.

This organization puts out a number of useful bulletins on a regular basis, all of which are available on request.

"Comprehensive Health Services" (CHS) career development technical assistance bulletin" (vol. 1, no. 1, Summer 1969) monthly.

"Head Start careers bulletin" (vol. 1, no. 1, Summer 1969) monthly.

"New Careers program assistance bulletin" (vol. 1, no. 1, Jan. 1969) monthly. This is perhaps the most useful of all, since it covers everything newsworthy about new careers, including current publications of interest.

"OEO-CAP Career Development" (forthcoming).

National Institute for New Careers, New Careers Information Clearinghouse.
New careers perspectives; reprint series.

Reprints of articles on various aspects of new careers are available to anyone on request. As of Aug. 1969, there were 12 of these, including:

Nixon, Russell A., "Vocational Rehabilitation and new careers" (no. 3)

Kent, James A., "Education in the new careers program" (no. 8)

and many others. It's well worthwhile to request these.

In addition, NCIC recently added reprint services in the fields of Head Start, health services, and Community Action Programs, the same subjects as their bulletins.

SOURCES: COMMENTARIES ON FEDERALLY AUTHORIZED PROGRAMS

Gartner, Alan

Do paraprofessionals improve human services: a first critical appraisal of the data. New York, New Careers Development Center, New York Univ., Room 238, East Bldg., Washington Square, New York, N. Y. 10003. June 1969. 45 p.

Mr. Gartner enumerates briefly the kinds of activities stemming from the "new careers" type legislation and evaluates the changes in human services that have been the result. A useful summary.

Hoos, Ida Russakoff

Retraining the work force. Berkeley, Univ. of California Press, 1967. 281 p. $6.00.

The author presents factual information on various retraining programs: availability, sponsorship, reason for establishment, manner in which conducted, extent and limitations, procedures and problems, and prospect for continuation. There is considerable material on Federal programs such as Neighborhood Workers, Manpower Development and Training Act, and Job Corps, using the San Francisco Bay area as the primary example for each. The author sees the need for more public service employment. This book might be considered background information on the subject of this bibliography but a researcher might find a clearer delineation of programs for the private and public sectors of employment in publications listed above.

Levitan, Sar A. and Garth L. Mangum

Federal training and work programs in the sixties. Ann Arbor, Univ. of Michigan and Wayne State University (Institute of Labor and Industrial Relations, P.O. Box 1567, Ann Arbor, Mich. 48106), 1969. 465 p.

Since 1966, the Institute has published a series of Policy Papers in Human Resources and Industrial Relations. These have now been brought together in one volume and updated; the authors' March 1967 "Making sense of Federal manpower policy" is included. The book traces "the development of manpower policies aimed at improving the employability of . . . [the] relatively disadvantaged," reviews "the seven major programs funded by the federal government," and discusses administrative problems. The authors comment unfavorably on the recommendations of Dr. Eli Ginzberg, Columbia Univ. economist who is chairman of the ten-member National Manpower Advisory Committee. (The committee holds quarterly meetings and sends recommendations on manpower problems directly to the Secretaries of Labor and Health, Education, and Welfare. It was created in 1962 to serve as an advisory group and has representatives from such fields as education, training, labor, and the general public.) There are conclusions and recommendations at the end of each chapter, with source material listed in footnotes. Index.

Nixon, Russell A.

Legislative dimensions of the new careers program. New York, Center for the Study of Unemployed Youth, 1967. 31 p.+. (Manpower training series)

This pamphlet gives a useful review of pertinent Federal legislation affecting the development of new careers in public service. (There is supposed to be an updated and expanded version of this text, but we were not able to obtain it.)

U.S. Congress. Senate. Committee on Labor and Public Welfare. Subcommittee on Employment, Manpower, and Poverty.

Examination of the war on poverty: staff and consultant reports, Washington, D. C., U.S. Government Printing Office, Aug. 1967. 2 vols. (90th Cong./1st sess.)

Four projects which are considered prototypes of local manpower programs are reviewed. There is a fine article by Garth L. Mangum on "Manpower programs in the antipoverty effort" and a state-by-state analysis of the Manpower Development and Training Act including the Manpower Coordinating Committee's structure and an operation manual prepared by the U.S. Employment Service.

Wolfbein, Seymour Louis

Education and training for full employment. New York, Columbia Univ. Press, 1967. 264 p. $6.95.

This book contains useful material on training needs and methods, including the use of indigenous workers in anti-poverty programs as well as training and retraining programs for other types of jobs. The author reviews progress to date in Federal programs to bring about full employment. His other titles include:

"Employment and unemployment in the United States," Chicago, Science Research Assoc., 1964, which gives a general background survey of employment, including definitions, patterns, concepts, and technical structure of sources of information on the labor force.

"Employment, unemployment and public policy," New York, Random House, 1965, which stresses the need for affirmative manpower policies and programs of education and training to achieve the goal of maximum productive employment.

"Occupational information: a career guidance view," New York, Random House, 1968, which could serve as a handbook to occupations and their requirements for counselors.

SOURCES: OTHER

Albert Einstein College of Medicine.

See Yeshiva Univ. below.

Bank Street College of Education, 216 West 14th St., New York, N. Y. 10011.

An annotated bibliography on auxiliary personnel in education. Prepared for the U.S. Office of Education, Jan. 1969. 94 p.

Once the reader distinguishes between nonprofessionals, meaning disadvantaged indigenous persons, and paraprofessionals, meaning those with at least high school diploma and perhaps college degrees in fields other than education, this volume should be of use. The annotations are clear, there is an alphabetical title index, and the bibliographic information is fairly adequate for obtaining the material if you have access to a major library.

Bureau of National Affairs, 1231 25th St., Northwest, Washington, D. C. 20037, 202/223-3500.

Fair employment practices. Binder no. 6, Policy and Practice Series. $100.00 a year.

A binder of looseleaf material, supplemented biweekly, and available on subscription only from this private organization. It says it is a "comprehensive guide to federal and state laws dealing with equal opportunity in employment, providing full texts of laws and regulations, summaries of court rulings, and clear explanations of what can and can't be done in this area."

Manpower information service. $396.00 a year.

A promising new (Sept. 24, 1969) looseleaf binder service covering all aspects of employment and training programs, contract application procedures, legislation, directory of organizations, and other useful material. Consists of two binders: Permanent reference file and biweekly manpower reports.

Center for the Study of the Unemployed, New York Univ. Graduate School of Social Work, 853 Broadway, New York, N. Y. 10003.

The name was changed from Center for the Study of Unemployed Youth and the purpose broadened in 1968 to include all unemployed. We have not yet seen any publications issued by the new organization.

Center for the Study of Unemployed Youth (see above).

Operating under grants provided by New York University and the Federal government, the Center followed a program of research, technical assistance, and preparation of training manuals and programs "to contribute to knowledge of the multiple problems faced by unemployed youth . . ." Specific titles which are reviewed in other sections are:

Bingham, William C., "Counseling services for unemployed youth"
Cole, Edward, "Work programs and the youthful offender"
Lesh, Seymour, "The nonprofessional worker in youth employment programs"
Nixon, Russell A., "Legislative dimensions of the new careers program"

Center for Youth and Community Studies, Howard Univ., Washington, D. C.

This organization became the Institute for Youth Studies before it disbanded. Its publications are in the hands of the University Research Corporation (see entry) and are slowly being reprinted.

Contra Costa Council of Community Services, 2717 North Main St., Suite 9, Walnut Creek, Calif. 94596, 935-0921. (Richmond Community Development Project)

From letter: "CCS organization projects terminated over two years ago. No ongoing projects —organization in process of dissolving its corporate structure." The final report of this organization is available from the Clearinghouse for Federal Scientific and Technical Information (see entry): "Richmond Community Development Demonstration Project, Calif.," Aug. 1967. 61 p., no. PB176359, $3.00. It discusses recent developments in police, schools, and community organization projects with a more detailed discussion of experience with the probation department not reported in earlier publications. There are valuable job descriptions and "know-how" for establishing programs. The final section provides statistical information on the project and lists publications and reports issued. There is also a section on the impact on the community of the new careers program. Other publications are $1.00 each if still available from the Council and are reviewed under author entry:

"Community development in low income areas: its relevance to problems of the Negro community" by Harry Specht (no. 104)
"The Development of 'new careerist' positions in the Richmond Police Department" by Gordon E. Misner (no. 103)
"Job Creation: a means for implementing a public policy of full employment" by Harry Specht and Robert Pruger (no. 109)
"New Careerist Casebook number one: school community workers" by Allee Esters and others (no. 112)
"New Careerist Casebook number two: police community aides and probation aides" by Noble E. Coleman and others (no. 113)
"New Careerist Casebook number three: community workers and research aides" by Arthur Hawkins and others (no. 114)
"New careers and community development: The community worker" by Robert Pruger and Anatole Shaffer (no. 115)
"New careers and the person" by Robert Blauner and Anatole Shaffer" (no. 116)
"Working with organizations to develop new careers programs" by Robert Pruger and Harry Specht (no. 110)

Howard Univ.

See Center for Youth and Community Studies above and entry under University Research Corporation.

Information Retrieval Center on the Disadvantaged.

See entry under Yeshiva Univ.

Institute for Justice and Law Enforcement (Washington, D. C.).

See University Research Corporation.

Institute for the Study of Crime and Delinquency, Crocker Citizens National Bank Building, 400 Capitol Mall, Sacramento, Calif. 95814. J. Douglas Grant, 3377 Sierra Oaks Drive, Sacramento, Calif., Program Director.

It appears that this is a specialized offshoot of the New Careers Development Project in the state and that the group concentrates on studying methods for utilization of offenders and delinquents in the correctional system. One example of its work is:

Grant, J. Douglas, "The offender as a correctional manpower resource," which describes a model demonstration project training 18 prisoners as community organizers or "program development assistants" in 1964.

Other material supplied by the organization, not relevant to this bibliography, was dated 1966 to 1967. No current material or other information as to its operation could be obtained.

Institute for Youth Studies. Howard Univ.

See Center for Youth and Community Studies and entry under University Research Corporation.

Institute of Labor and Industrial Relations of the Univ. of Michigan and Wayne State University, Publications Office, P.O. Box 1567, Ann Arbor, Mich. 48106.

This organization puts out some very good pamphlets relevant to this bibliography (see titles by Mangum and Levitan, for example). It is also the publisher of three computerized bibliographies, which were reviewed for possible use in this publication. We found these biblographies of as dubious value as other computerized material because the entries are so frequently inaccurate or incomplete and so much of the material included is ephemera. With these cautions in mind, the researcher can peruse the material for his own purposes. The Institute itself was unable to clarify or locate material requested by letter. The bibliographies are:

Document and Reference Text (DART)

An index to minority group employment information, listing 5,000 documents dealing with minority group employment and related problems in full title. KWIC* format, 1967. 650 pp. $22.50.

Index to Poverty, Human Resources, and Manpower Information

KWIC* and KWOC* format provides direct access to major writings of the 1960's in this field with 1500 bibliographic entries cross-referenced by author, subject and title. 508 pp. $20.00.

(*KWIC means key word in context; KWOC means key word out of context)

Poverty and Human Resources Abstracts (PHRA), vol. 1, Jan./Feb. 1966 to date.

Published six times a year, each issue of PHRA contains 200 abstracts drawn from publications of government agencies, private foundations, major journals, periodicals and books, unpublished papers, conference reports, and literature referred by specialists on problems of poverty, manpower, and human resources. Featured in each issue is an original article on major problems and issues of contemporary society and a special report on the Washington scene. Each paperbound issue contains a detailed index. Annual subscription $40.00 with annual index volume.

Lincoln Hospital Mental Health Services.

See Yeshiva Univ.

Millman, Linda I. and Catherine S. Chilman

Poor people at work: an annotated bibliography on semi-professionals in education, health, and welfare services. Washington, D. C., U.S. Dept. of Health, Education, and Welfare, Intramural Research Division Office of Research, Demonstrations, and Training, [n.d.] 40 p. (GPO no. 863-126)

It's a shame that much of the material listed in this thorough bibliography is not generally available. The titles done by Howard University, by the Contra Costa Council, and by Mobilization for Youth, for example, are out of print and have been discarded by libraries as ephemera. The thoughtful introduction to the bibliography discusses the literature in the field and recommends some gaps to be closed. The supplemental bibliography, "Employment of disadvantaged minority groups" of the Office of State Merit Systems (HEW) is so limited as to be virtually useless.

Mobilization for Youth, 214 East Second St., New York, N. Y. 10009.

Master annotated bibliography of the papers of the Mobilization for Youth: published, unpublished, and presented at conferences, 1965.

The MFY is a multi-discipline social agency located on New York's lower East Side. It conducts juvenile delinquency action-research programs pre-dating the Economic Opportunity Act of 1964. This bibliography lists material which may be useful if you can obtain it. We had no luck, either at the Library of Congress, or by writing to MFY. One publication we were able to review was:

"New Occupations Demonstration Project, 1968"

The project consisted of two programs: "I. The New Health Occupations Program, a prototype training program in new health careers . . . [and] II. The New Occupations Development Program . . . to extend MFY's training prototype to additional new careers . . . " The final report consists of a volume on each topic. Part I was published Aug. 30. 1968 (58 p. of text and 53 p. of appendix) and covers in fine detail the development, crises, and resolution of the project, with projections for the future and suggestions for varied applications. The appendixes describe jobs, reprint forms, and give statistical analyses of the original test group. Part II was published Sept. 3, 1968 (69 p., five appendixes). It details the development of new careers in both public services and private industry, although the latter are also applicable to the former field. In both practical detail and analysis of experience these are extremely useful publications.

"Making post-secondary education more accessible to new careerists" was a one-day working conference held Nov. 12, 1968, as an outgrowth of the original project. It too is a constructive and useful guide in frank language.

National Committee on Employment of Youth, 145 East 32nd St., New York, N. Y. 10016. Eli E. Cohen, Executive Secretary.

A demonstration on-the-job training program for semi-professional personnel in youth employment programs; final report. 1965. 78 p.

Under a Dept. of Labor contract, this nonprofit, nongovernmental agency conducted this demonstration project to show "the value of employing 'indigenous' adults as semi-professional workers in youth employment programs or agencies." Sixty adults, in three groups, attended a 12-week program which combined on-the-job training, field trips, and classroom discussion and evaluation.

This report is a detailed, documented, analytical survey of the entire program, presented in a well-organized manner and should be quite useful.

National Institute for New Careers. (Washington, D. C.).

See University Research Corporation.

New Careers Development Center, New York Univ., Room 238, East Bldg., Washington Square, New York, N. Y. 10003, 212/598-2695, Sumner M. Rosen, Director of Research.

Until recently only limited copies of brief mimeographed papers were available from this organization. Therefore, many of the titles which can be found in other bibliographies are no longer available and, because of their makeup, have been discarded as ephemera by libraries. We list below only those which are particularly pertinent and which an effort should be made to obtain. In addition, a current bibliography should be requested.

The Center also publishes a *Newsletter*, available for $5.00 a year, which includes receipt of all mimeographed publications issued by the NCDC, and a series called *Social Policy* issued irregularly.

Unless a price is cited, the following publications are free upon request:

A listing of new careers legislation, June 1969. 14 p. 50 cents.

Cudaback, Dorothy, "Preliminary report of welfare service aide project," March 27, 1967. 6 p.

Elston, Patricia, "New careers in welfare for professionals and non-professionals," Dec. 1967. 19 p.

Gartner, Alan, "Do paraprofessionals improve human services: a first critical appraisal of the data," June 1969, 45 p. (See entry elsewhere; this is printed.)

Gould, Richard [illegible]., "Guide to funding new careers programs," June 1969 (rev. ed.). 127 p.

Greenberg, Barry, "Review of literature relating to the use of nonprofessionals in education (from 1942 to 1967)," Nov. 1967. 17 p.

Linn, Karl and Lee E. Jacobson, "Training for urban environmental para-professional careers in model cities," June 1967. 14 p.

Riessman, Frank and Alan Gartner, "The instructional aide: new developments," Jan. 1969 (*Social Policy* no. 5). 15 p.

Riessman, Frank, "Issues in training the new nonprofessional," March 1967. 29 p.

Riessman, Frank, "Some suggestions for cities planning new careers programs," March 1967. 4 p.

Training Laboratory, "A design for large scale training of sub-professionals," May 1967. 8 p.

Wiley, Wretha, "Designing jobs and careers in model cities program," Sept. 1967. 20 p.

New Careers Development Organization, 1013 Harrison St., Room 203, Oakland, Calif. 94607, 415/832-7713, Richard Ontineros, Executive Director.

See Institute for the Study of Crime and Delinquency.

New York Univ. Graduate School of Social Work.

See Center for the Study of Unemployed Youth.

Project CAUSE.

The project was funded for the summers of 1964 and 1965 by the Dept. of Labor's Bureau of Employment Security to focus on the training of counselors for disadvantaged youth. Although the nonprofessionals who were trained were college-level youth, other youth programs could not have functioned effectively without them because of the shortage of trained counselors. In addition, the curricula and training procedures which were set up to train these nonprofessionals could be adopted for the training of others with less formal education since some of the Youth Advisors had less than high school education. The Dec. 1964 issue of *Employment Service Review* (vol. 1, no. 12) covers the Project in several articles:

Harris, John K., "CAUSE points a new direction," pp. 43-45.

Krang, Harry. "New challenges for counselors," pp. 38-41.

See also entries for:

Bingham, William C., "Counseling services for unemployed youth."

Gordon, Jesse E., "Project CAUSE, the Federal anti-poverty program, and some implications of subprofessional training."

For the view of a counseling professional opposed to the use of nonprofessionals and to Project CAUSE, read Hansen, D. A., "Functions and effects of subprofessional personnel in counselling," in John F. McGowan, *ed., Counselor development in American society,* OMAT Contract, June 1965, pp. 211-233.

W. E. Upjohn Institute for Employment Research, 300 South Westnedge Ave., Kalamazoo, Mich. 49007, and 1101 Seventeenth St., Northwest, Washington, D. C. 20036, 223-4747.

The Institute was established in July 1945 as a nonprofit research organization which irregularly publishes staff reports on various aspects of employment in pamphlet form. Single copies are available free and a publications list will be sent upon request. Typical publications are:

Burt, Samuel M. and Herbert E. Striner, "Toward greater industry and government involvement in manpower development," 21 p. (Sept. 1968), which deals with private industry.

Sheppard, Harold L. and Herbert E. Striner, "Civil rights, employment, and the social status of American Negroes," 85 p. (June 1966), which reviews "briefly relationships of employment, income, and family structure to civil rights" and urges programs "to stimulate the design of new policies."

Striner, Herbert E., "Toward a fundamental program for the training, employment and economic equality of the American Indian," 33 p. (March 1968), which presents history, educational problems, and the work of the Bureau of Indian Affairs in the field.

See also entries under:

Fine, Sidney A.

Levitan, Sar A.

Sheppard, Harold L.

Yeshiva Univ., Amsterdam Ave. and 186th St., New York, N. Y.

Once upon a time, the University ran an Information Retrieval Center on the Disadvantaged. The Center produced a great many publications which are not available at the Library of Congress or from the Center, but which are often listed in bibliographies or source material. The University was also responsible for the Lincoln Hospital Mental Health Service of its Albert Einstein College of Medicine which also produced a lot of material no longer available. The Information Retrieval Center is no longer at Yeshiva University. It moved to Teachers College at Columbia University and became one clearinghouse branch of the Educational Resources Information Center (ERIC) (see entry under U.S. Dept. of Health, Education, and Welfare.).

A bibliography prepared by the Information Retrieval Center at Yeshiva was of some use in the preparation of this bibliography, but it must be used with great care because of the inaccuracies of many of its entries (author's name, incomplete entry, date, etc.) and it includes much unpublished and generally unavailable material. "The nonprofessional in human services," prepared by Yeshiva University's Information Retrieval Center on the Disadvantaged, may be found in *Poverty and Human Resources Abstracts,* vol. 2, no. 4, July-Aug. 1967. It bears the disclaimer: "The bibliography includes citations which do not directly pertain to the indigenous nonprofessional. Materials are cited which deal with a wide variety of staff who lack professional study, including many individuals who are neither poor nor residents of socially disadvantaged communities."

Yeshiva University. Albert Einstein College of Medicine. 333 Southern Blvd., New York, N. Y. 10454.

Lincoln Hospital Mental Health Services. Dr. Harris B. Peck, Director.

In Feb. 1965 the hospital established its first Neighborhood Service Center in the South Bronx. It was staffed with six nonprofessional mental health aides under the supervision of a professional. By March 1969 two more such centers had been established and over 50 aides trained. Unfortunately, the material written about the project and for the training of such aides was of such an ephemeral nature that it is not now readily available to researchers, except, perhaps, from someone's old files.

SOURCES: PERIODICALS

American Child.

See *New Generation.*

Harvard Business Review, Soldiers Field, Boston, Mass. 02163, 617/547-9800. Published bimonthly by the Graduate School of Business Administration, Harvard Univ. $12.00 a year.

Although their many articles on the training and employment of the disadvantaged deal with experiences in the private rather than the public sector, it is worth checking this magazine regularly. Such articles as: "Successful experience: training hard-core unemployed" by James D. Hodgson and Marshall H. Brenner (Sept.-Oct. 1968, pp. 148-155) and "Window on the hard-core world" by Theodore V. Purcell and Rosalind Webster (July-Aug. 1969, pp. 118-129) give valuable insights no matter where the new career is established.

New Generation, a quarterly publication of the National Committee on Employment of Youth (see entry), 145 East 32nd St., New York, N. Y. 10016, $3.00 a year.

Each issue is devoted to a separate topic dealing with youth. The Winter 1967 issue, for example, (vol. 49. no. 1) contains articles by Frank Riessman, Edith Lynton, Sherman Barr, and Mark Battle, as well as a forum in which Eli Cohen and others were participants, all of which discuss various aspects of "The new nonprofessional." It's a fairly general and rather elementary survey, discussing theories, attitudes, and pitfalls of new careers, complete with examples and practical situations.

The title change from *American Child* in the summer of 1967 (vol. 49, no. 3) was intended to reflect the wider range of subjects being presented: youth, employment, automation, discrimination, the war on poverty, the job market, and education.

Occupational Outlook Quarterly, a regular publication of the U.S. Dept. of Labor, Bureau of Labor Statistics, available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402, for $1.50 a year.

This is a popularly written periodical intended to keep readers up to date on developments in the field of manpower and occupational research and on legislative, education, and training developments helpful to young people making career plans. Includes book reviews.

Personnel Psychology: a journal of applied research. Dr. John A. Hornaday, Jr. *ed.,* Box 6965, College Station, Durham, N. C. 27708. Published quarterly at $10.00 a year.

This scholarly journal is intended for the personnel specialist and publishes material reporting research methods, research results, or the application of research results to the solution of personnel problems in business, industry, and government. It is indexed in *Business Periodicals Index* and *Psychological Abstracts.*

Public Health Reports, published monthly by the Dept. of Health, Education, and Welfare; available for $6.50 a year from the Public Health Service, Bethesda, Md. 20014.

Recent issues have had several articles on health aides and other community uses of indigenous workers. *Reports* has been published by the Service in one form or another since July 13, 1878.

Public Personnel Review, Kenneth D. Warner, *ed.* Public Personnel Association, 1313 East 60th St., Chicago, Ill. 60637. Published quarterly at $8.00 a year.

The official journal of the Public Personnel Association includes bibliographies and book reviews and an annual self-index as well as personnel opinions and new concepts and activities in public personnel administration.

II. GENERAL

This section begins with a few titles on manpower projections, the existence of specific social problems related to our subject, and discussions of the need to create new jobs. Those titles selected from the plethora of material in these fields should serve as appropriate background to this bibliography. Over 40 titles more or less in this category were discarded because they were too abstract, or gave only very general information on poverty, or were selections from broad-based symposia or conferences whose participants are all amply represented in this text, or because they were generalized manpower or unemployment studies whose statistics did not specifically provide information on the disadvantaged.

Among those discarded were a few borderline titles it might be useful to mention:

Becker, Joseph M., "In aid of the unemployed," Baltimore, Johns Hopkins Press, 1965, 317 p., the last chapter of which has been expanded into "Programs to aid the unemployed in the 1960's," Jan. 1965, W. E. Upjohn Institute.

Conference on Unemployment and the American Economy held in Berkeley, Calif. in 1963 which resulted in a series of books edited by Arthur Max Ross or Robert Aaron Gordon.

Efthim, Alex, "We care in Kansas: the nonprofessionals revolt," *The Nation,* vol. 207, no. 3, Aug. 5, 1968, pp. 70-72, describing a protest movement by psychiatric aides against the kind of care provided patients and the lack of a career ladder.

Ginzberg, Eli, "Advice to the Urban Coalition," *Reporter,* vol. 37, no. 3, Sept. 7, 1967, pp. 18-20, for an example of the thoughts of the Chairman of the National Manpower Advisory Committee of the Dept. of Labor.

Following this general material are two sections on new careers: one on "whys and hows" and one on new careers in the public sector.

GENERAL: SOCIAL PROBLEMS AND MANPOWER

Barokas, Rifat, "New careers can be created for the poor," *Training and Development Journal,* vol. 22, no. 8, Aug. 1968, pp. 12-14.

There is no need to create new jobs for new careers, says the author; jobs in sales and related fields are already available. As an example, he says that in his project 296 persons were selected for hiring and, after two weeks of intensive training, 60% were employed.

Chamber of Commerce of the U.S.A. Task Force on Economic Growth and Opportunity [third report], 1615 H St., Northwest, Washington, D. C.

The disadvantaged poor: education and employment, 1966. 447 p. $5.00.

This is ". . . an attempt to contribute to a more enlightened discussion of poverty. The Task Force does not pretend that its study is definitive." The papers of 13 authorities in the field are reprinted in full and cover a full spectrum of ideas. The recommendations, however, are uniquely those of the Chamber of Commerce: number 18, for example, reads: "Government programs should be refocussed increasingly toward helping the hard-core unemployed. Massive federally financed employment programs in public and nonprofit jobs should be avoided." Number 22 reads, in part: "The appropriate sections of the Civil Rights Act of 1964 should be enforced equally with respect to business, industry and labor," and number 25 reads in part: "Special efforts to reach minority group members and to test their aptitudes and performance should be encouraged." In general, this is a useful summary of the situation as it existed in 1966.

Dentler, Robert A., *ed.*

Major American social problems. Chicago, Rand McNally, 1967. 530 p.

A general textbook on social problems. There is an overall statement of problems supplemented by readings written by other experts on various broad aspects of each problem. There is no detailed or specific material; the book as a whole constitutes background on the topic. A section on "readings" substitutes for a bibliography.

Gold, Harry and Frank R. Scarpitti, *eds.*

Combatting social problems: techniques of intervention. New York, Holt, Rinehart & Winston, 1967. 580 p.

A collection of readings which cites the availability of general statements on problems and the lack of material on alternative courses of ameliorative action. In an attempt to fill this gap the editors have collected descriptive materials on major existing and emerging programs and policies in nine principal social problem areas.

Intended as introductory survey of the techniques of intervention, the book contains useful background material: *e.g.* Harry C. Bredemeier's statement of public service employment as a means of dignified re-entry into the labor market through use of the poor in programs of service to the poor. There are some bibliographies for the introductory chapters.

Greenleigh Associates, Inc., 355 Lexington Ave., New York, N. Y. 10017.
A public employment program for the unemployed poor [OEO contract 566], Nov. 1965, 96 p.

After reviewing data on characteristics of the unemployed poor, the bulk of this report covers identification of existing job classifications which might utilize trained nonprofessionals and estimates the numbers and types of positions which could be made available. In addition, it suggests a plan for the organization, administration, and operation of such a program. There is also detailed historical assessment of public reaction to policy in this field. A valuable guide, with appendixes and charts.

Levine, Louis, "The antecedents of our currently changing manpower concepts" in "Trend," *Poverty and Human Resources Abstracts,* vol. 3, no. 1, Jan.-Feb. 1968, 13 p. supplement.

The text offers an analysis of changing manpower concepts since World War II, including summaries of the labor market, population changes, and the emergence of governmental manpower policies. On page 12 is a discussion of the Neighborhood Youth Corps (Dept. of Labor), Job Corps (OEO), Work-Training Program of HEW, and Community Action Programs (OEO) which emphasize "work-site training through either public employment or private nonprofit employment. In general these training activities emphasized improving the characteristics needed for work readiness and orientation to the labor market rather than skill development and occupational training." The programs are for "youths in the severely disadvantaged groups ages 16 through 21 . . ."

This is a well-written article providing perspective and a brief listing of government activities in the field. It gives clues on agencies to contact for possibly relevant material.

Levitan, Sar A. and Garth L. Mangum, "Programs and priorities," *Reporter,* vol. 37, no. 3, Sept. 7, 1967, pp. 20-22.

This generalized statement of the "employer of last resort" concept emphasizes the need to create public employment of other than the WPA variety. The authors say that the increasing awareness of Congress is evidenced by the number of bills introduced calling for public service employment opportunities. They feel the prospect for passage of these is not bright because we have not yet made the necessary public commitment.

National Advisory Commission on Civil Disorders.
Report . . . [Kerner report], New York, Bantam, March 1968. 608 p.+ charts. $1.25. (Also available in editions by U.S. Government Printing Office and E. P. Dutton and Company, 201 Park Ave. South, New York, N. Y. 10003.)

One of the Commission's many recommendations for national action is for "a comprehensive national manpower policy." Suggestions for such a policy range from generalized "Goals and objectives" (p. 414) through "Creating one million new jobs in the public sector in three years" (p. 420) to "Encouraging business ownership in the ghetto" (p. 424). These manpower proposals are summarized in "Manpower proposals of the President's Commission on Civil Disorders," *Monthly Labor Review,* vol. 91, no. 4, April 1968, pp. 37-41.

A recent evaluation of progress (or lack of it) in this field may be found in Urban America, Inc. and the Urban Coalition, "One year later: an assessment of the nation's response to the crisis described by the National Advisory Commission on Civil Disorders," 1969. p. 9ff. (available from The Urban Coalition, 2100 M St., Northwest, Washington, D. C. 20006).

Theobold, Robert, *ed.*
Social policies for America in the seventies: nine divergent views. Garden City, N. Y., Doubleday, 1968. 216 p.

Of the nine chapters, seven are articles discussing various approaches other than new careers to the problems of poverty: guaranteed income, capital ownership, and changes in education. The only two chapters which are pertinent are:

Garth Mangum's "Guaranteeing employment opportunities" (pp. 25-55), which is an analysis of the Feb. 1966 report of the National Commission on Technology, Automation, and Economic Progress, particularly the section on government as an employer of last resort. There is a good review of the history of various projects and details of present programs.

Arthur Pearl's "New careers: one solution to poverty" (pp. 77-104) gives the background and meaning of new careers with particular emphasis on teachers' aides as an example of what can be done. There is some discussion of the problems of recruitment, career ladders, general long-range projections, and integration into the field or acceptance of these workers by the professionals. There is no index.

Two other books in the field of labor economics by this editor are: "Free men and free markets," New York, Potter, 1963, and "The guaranteed income: next step in economic evolution?" Garden City, N. Y., Doubleday. 1966.

U.S. Congress. Joint Economic Committee.

Federal programs for the development of human resources. (89th Cong./2d sess.) Washington, D. C., U.S. Government Printing Office, Dec. 1966. 1308 pp. in 3 vols.

"Part III is a detailed reproduction of statements received from government agencies and departments, covering objectives, history, scope, level of operative administration coordination, expectations projected for 1970, and economic aspects and impacts of the many federal programs. . . . Special interest is expressed in programs that involve education and training . . . [for] employment. . . ."

Volume three might be of use to those in state and local government whose responsibility is the finding of funds to finance local manpower programs.

U.S. Congress. Senate. Committee on Labor and Public Welfare. Subcommittee on Employment, Manpower, and Poverty.

Hearings . . . on S. 3063 . . . S. 3249 . . . S. 2938. 726 pp. (90th Cong./2d sess.) Washington, D. C., U.S. Government Printing Office, 1968.

This report of subcommittee hearings in March, April, and May of 1968 deals largely with testimony of a general nature ("we should have . . .", "we urge that funds be appropriated for . . .", etc.) on the proposed "Emergency Employment and Training Act" which would create "1.2 million public service jobs in local, urban and rural poverty areas throughout the country. . . ." There are a few detailed reports included which would be of some value to those interested in specific work in the field and a list (pp. 2 and 3) of background material considered by the subcommittee and not reproduced. Garth Mangum's "Evaluating Federal manpower programs" and Harold Sheppard's "Preliminary report on public service employment needs in cities with 100,000 population or more" are examples. The rest is the usual miscellany of generalized statements by experts in the field summarizing what they have written and said elsewhere, and generalized commentary on newspaper articles and the problems of unemployment of the disadvantaged. A number of localized projects are mentioned and discussed briefly, but there is no index, although there are many interesting charts and tables.

U.S. Dept. of Labor. Bureau of Labor Statistics.

Tomorrow's manpower needs. Washington, D. C., U.S. Government Printing Office, Feb. 1969. 4 vols. Bulletin no. 1606.

This authoritative source is an annual compilation of manpower statistics, national manpower projections, and a guide to their use. It is a basic tool in the development of state and local manpower projections.

Vol. 1. Development area manpower projections.
Vol. 2. National trends and outlook: industry employment and occupational structure.
Vol. 3. National trends and outlook: occupational employment.
Vol. 4. The national industry: occupational matrix and other manpower data.

The work by Leonard A. Lecht on manpower projections is abstracted from these volumes.

Zalinger, Alvin D., "Job training programs: motivational and structural dimensions" in "Trends," *Poverty and Human Resources Abstracts,* vol. 4, no. 3, May-June 1969, pp. 5-13.

This reprint of a paper presented at the Research Utilization Conference on Rehabilitation in Poverty Settings (Nov. 12-15, 1968, Lexington, Mass.) states that present training programs have failed for a variety of reasons. Some individuals have benefited, says the author, "but any truly significant improvement in effective training and rehabilitation for large numbers of the poor can only be realized when decent job opportunities exist—jobs which insure wages above the poverty line, which are meaningful and . . . will have a built-in progression."

GENERAL: NEW CAREERS "WHYS AND HOWS"

Books and Monographs

American Public Welfare Association, Technical Assistance Project, 1545 East 60th St., Chicago, Ill. 60637.

Public welfare—a challenge to validity; supplement no. 5: Employment of the poor as preprofessionals by John E. Hiland, Jr., July 1968. 17 p. (Also available from the President's Council on Youth Opportunity, 801 19th St., Northwest, Washington, D. C. 20506, 202/382-1534.

Supplement no. 5 is one of the specific proposals discussed in the more general policy position paper on public welfare in general. "It asks public welfare administrators and their staff to consider the possibility that they already have at hand, largely unused, the solutions to some thorny problems." The paper goes on to detail how indigenous preprofessionals can be used in the field.

Center for the Study of Unemployed Youth.

Summary of proceedings: workshop on nonprofessional careers for disadvantaged youth, Dec. 14-15, 1966. New York. 141 p. (Manpower training series)

Fifty persons with special experience and interest in nonprofessional careers explore the basic issues raised by their experiences and attempt to suggest future action. Basic issues, such as needed changes in civil service regulations, are discussed. The appendixes include reprints of the enabling legislation and three pages of examples of new career positions which might be developed. A useful guide.

Center for the Study of Unemployed Youth.

Summary of proceedings: workshop on job development for disadvantaged youth, June 14-15, 1967. New York. 102 p.+

How can job training lead to career opportunities? Some 65 experts concerned with employment, job development, and the labor market discussed job development for the disadvantaged, including the role of civil service, the removal of artificial employment barriers, and the need for upward mobility.

Community Programs and Training Consultants, Inc., Washington, D. C., James W. Carper, Director.

The non-professional in experimental and demonstration projects, Aug. 1966. 42 p.+. Clearinghouse no. PB180-141, $3.00.

This group determined the areas of work performed by the nonprofessional to see if they had been designed specifically for this purpose or would normally be done by professionals. In addition, they investigated the reasons for recruitment, experiences in use, and the need for training. The conclusions seem fairly elementary and the report as a whole contributes little to general knowledge. "The universe surveyed for this study included a wide variety of agencies," says the author. His conclusions are based on 33 replies to a questionnaire and interviews with 55 people. No sources of information or specific agencies are cited.

[Ferman, Louis]

Job development for the hard to employ. Washington, D. C. U.S. Dept. of Labor Manpower Administration, June 1968. 119 p. (Contract 82-24-68-20; U.S. Government Printing Office no. 1969 0-356-142)

Only one chapter, "Job development in the public sector: new careers and subprofessionals," is devoted to public employment, but it is an excellent statement of the problems to be anticipated and the steps to be taken to remedy them. Since differences in approach by the public and private sectors are clearly defined, much of the material pertaining to private industry in the rest of this study could prove useful.

Fine, Sidney A.

Guidelines for the design of new careers. Kalamazoo, Mich., W. E. Upjohn Institute for Employment Research, Sept. 1967. 23 p.

The author advocates the development of career ladders for new career jobs and includes specific recommendations for titling, structuring of tasks, performance guidelines for evaluation, and in-service training.

Fishman, Jacob, Arthur Pearl and Beryce MacLennan, *eds.*

New careers: ways out of poverty for disadvantaged youth, a conference report. Washington, D. C., Howard Univ. Center for Youth and Community Studies, 1965.

See below: Howard Univ. Institute for Youth Studies, "New careers for the disadvantaged in human service."

Grosser, Charles

The role of the nonprofessional in the manpower development programs. Submitted for Operation Retrieval in fulfillment of Contract no. 82-34-66-22. [Only bibliographic data available; found in Dept. of Labor library.]

This report analyzes objectives, benefits, and problems related to the use of indigenous nonprofessionals. The author cites as a possible problem, for example, the establishment of dual systems of service in which nonprofessionals provide service in slum areas and professionals devote themselves to middle-class clients. There is useful general discussion but the report may not be generally available.

Haskell, Mark A.

The new careers concept: potential for public employment of the poor. New York, Praeger, 1969. 136 p. $10.00. (Special projects division, Frederick A. Praeger, 111 Fourth Ave., New York, N. Y. 10003.)

"For the nation as a whole, it is estimated that 5.3 million jobs could be created in the public sector to meet pressing needs . . ." Over one million of these would be in health fields, says the author, who writes about new careers programs in the health fields in New York City. He covers health labor supply, the new careers concept and its relevance, a redesign of the municipal hospital occupational structure, and the applicability of new careers to other fields in city government.

Howard University. Institute for Youth Studies, Jacob R. Fishman, director.

New careers for the disadvantaged in human service: report of a social experiment. Washington, D. C. [1965-1967] 269 p. (Available from University Research Corp., National Institute for New Careers.)

In spite of some jargon marring the text, this is a good basic handbook for those interested in the placement and general careers of the disadvantaged and not just their training. A list of the individual reports of the entire project, of which this text is a summary, is on p. 269 and two-thirds of the text presents a detailed sourcebook of all aspects of selection, training, testing, placement, and career progress reports in the fields of child counseling, mental health aides, teacher aides, and employment counseling. The 43 specific recommendations for a step-by-step method of implementation follow logically from the theoretical analysis which precedes them and take into consideration the same general problems acknowledged by other work in the field: the need for meaningful jobs, the antagonism of professionals, the training program, and career development.

This is a new edition of "New Careers: ways out of poverty for disadvantaged youth, a conference report" issued in 1965.

Kvaraceus, William C., John S. Gibson, and Thomas J. Curtin, *eds.*

Poverty education and race relations: studies and proposals. Boston, Allyn and Bacon, 1967. 226 p.

The book is useful only as background since only two chapters seem pertinent to this bibliography. The volume is a selection of papers from a television course on "Education and race relations" produced by the Mass. Dept. of Education on a grant from the U.S. Office of Education. It covers all aspects of the problem of being poor and of a minority race.

The two relevant chapters are: Martin L. Dosick's "Human relations in urban and suburban settings," which indicates an awareness of the need for innovative programs to employ displaced persons in the "public sector," and Arthur Pearl's "Education, employment and civil rights for Negro youths" which makes generalized statements on the use of the disadvantaged as school aides, guidance aides, and in other human service positions. Bibliography.

Lynton, Edith F.

The subprofessionals: from concepts to careers. A report of a Conference to Expand and Develop Subprofessional Roles in Health, Education and Welfare. New York, National Committee on Employment of Youth, Sept. 30, 1967. 117 p. $4.00.

The 66 participants in this June 1967 conference on developing subprofessional jobs in the public service fields for the disadvantaged were all practical people working in the fields of health, education, and welfare. So, in addition to the standard theories and general recommendations which come out of such conferences, a workable plan of action was formed. In order to find a reasonable balance between professional standards in each field and realistic careers for subprofessionals with minimal training, they recommend creation of practical models of employment which will fill actual gaps. Simultaneously, professional resistance must be overcome and a climate created for acceptance and utilization of trained subprofessionals. These recommendations are carefully analyzed in detail and specific ideas for implementation of programs applicable to both professional and civil service standards are made in the advance papers, the workshops, and the summary. Unfortunately there is no index, but there is a good brief bibliography and the language is clear and concise, with descriptions of many practical, working projects.

National Conference on Social Welfare.

The social welfare forum, 1968. New York, Columbia Univ. Press, 1968, 236 p.

The "Social welfare forum" is the official publication of the proceedings of the annual meetings of the National Association of Social Workers (2 Park Ave., New York, N. Y. 10016, 212/686-7128). The only pertinent article in this volume is that by George F. Rohrlech, "Work and income policies for the Negro in urban slums," pp. 78-93. The author advocates the creation of new careers jobs in the field of social work: a corps of guardians for police auxiliary work, a corps of teaching aides, and a corps of health aides. While he suggests this arrangement as offi-

cial policy, he does not state how it is to be implemented, especially fiscally.

The National Conference also publishes selected papers annually in its "Social Work Practice." However, in neither set of volumes, nor in the regular literature, has there been any material dealing with practical efforts to implement a new careers program in the social work field. The term "nonprofessional" as used in social work texts usually means persons with a college degree in other than social work, or well-educated volunteers.

Pearl, Arthur and Frank Riessman, *eds.*

New careers for the poor; the nonprofessional in human service. New York, Free Press, 1965. 273 p.

The basic thesis of the book is that the use of indigenous nonprofessionals in direct service jobs in the fields of health, education, and welfare is essential, both for employment of the disadvantaged and to fill the gap in needed services. Chapters 1-4 discuss the problem and support the thesis in a general fashion; chapters 5-7 discuss and illustrate in a limited way the possible employment of nonprofessionals; chapter 8 covers training needs; and chapters 9-11 are concerned with the problems faced in this new approach and some ways to overcome them. The appendix on "New career job descriptions" and the biblography are useful syntheses of work in the field to date of publication [1965]. Index. References after each chapter.

Powledge, Fred

New careers: real jobs and opportunity for the disadvantaged. (Pamphlet no. 427) Public Affairs Pamphlets, 381 Park Ave. South, New York, N. Y. 10016. 24 p. 25 cents.

A journalistic and simplified pamphlet on "why new careers," with a basic reading list, may be of use to those new to the subject who want informative and brief information in layman's language.

Pruger, Robert and Anatole Shaffer

New careers and community development: the community worker. Walnut Creek, Calif., Contra Costa Council of Community Services, April 1967. 46 p. (pub. no. 115, $1.00)

"Vocational roles must be built around the most elaborate and *existing* talents of the intended beneficiaries," say the authors. They feel that a new careers program is basically the search for such jobs and this booklet covers the explorations of their community project into the "catch-all and vague area often referred to as 'community development.'"

Pruger, Robert and Harry Specht

Working with organizations to develop "New Careers" programs. Walnut Creek, Calif., Contra Costa Council of Community Services, Oct. 1966. 52 p. (pub. no. 110, $1.00)

"This report on a job creation program deals with some of the problems encountered in the development of new jobs for poor people, and some of the ways the problems were solved." A theoretical approach to the field which covers such aspects as organizational barriers and how to overcome them, other types of resistance, and some strategies for initiation of new careers programs. Another in a very useful series.

Riessman, Frank

Strategies against poverty. New York, Random House, 1969. 114 p.

Although this text does not have an index or a bibliography, it is still a useful basic recent guide to our subject. Two chapters in particular are pertinent:

Chapter 3, "New careers," is a comprehensive review of Mr. Riessman's feelings about the importance of new careers as an approach to alleviating poverty as opposed to the differing approaches described in other chapters (the Alinsky method, for example). He gives some practical examples of his proposals. Chapter 9, "Training the nonprofessional," discusses various training methods (which are also discussed in Chapter 3) and offers some practical responses to problems which might arise.

The remainder of the book deals with two other major anti-poverty strategies and serves to put the new careers aspect into perspective. Chapter 10 on birth control (written by the author's wife) must be cited as being the clearest picture we have come across of the psychology of poverty. It also describes nonprofessional workers as a "highly significant new development in the field of family planning among the poor."

Riessman, Frank and Hermine I. Popper

Up from poverty: new career ladders for nonprofessionals. New York, Harper and Row, 1968. 332 p.

A reader of collected articles, this is a basic and necessary handbook for those interested in all aspects of the development of new careers. The articles range from those simply lauding this anti-poverty approach to those which specifically detail actual projects.

Schmais, Aaron

Implementing nonprofessional programs in human services. New York, New York Univ. Graduate School of Social Work, Manpower Training Series (853 Broadway, New York, N. Y. 10003), Summer 1967. 83 p.

A sound basic handbook of all aspects of new career programs: training, problems encountered, job descriptions, testing, and career development. A good bibliography and a list of publications prepared by the school's Center for the Study of Unemployed Youth provide a solid background for more detailed reading. It is clearly written and without jargon for use by (and perhaps example for) professionals as well as laymen dealing with disadvantaged personnel.

Sexton, Brendan

The new careers movement: a useful weapon in the war against poverty. Washington, D. C., Citizens Crusade Against Poverty, 1967. 12 p. (Available from New Community Press, Inc., 3210 Grace St., Northwest, Washington, D. C. 20007 or on request from CCAP Training Program, 1220 15th St., Northwest, Washington, D. C. 20005.)

This reprint of a speech covers very briefly the new careers program, political obstacles, program hazards, and examples of some nonprofessional jobs which could fall within the province of the program.

Social Development Corporation

New careers job development, [n.d.] 54 p.

This is a how-to-do-it guide to the job development process intended for use within the agencies responsible for developing new careers programs. The emphasis is on job development in public agencies. (The SDC reports that this useful guide is now being revised.)

Specht, Harry

Community development in low-income areas: its relevance to problems of the Negro community. Walnut Creek, Calif., Contra Costa Council of Community Services, Feb. 1966. 49 p. (pub. no. 104, $1.00)

A pamphlet basic to the understanding of the work of the Richmond Community Development Demonstration Project discusses the attitude and approach this particular project took. The Negro community of Richmond in Contra Costa County, Calif., is described, as is the community organization which was designed to attack this community's problems, from work-study programs through early job training efforts. Future approaches are enumerated.

This pamphlet provides good background for one of the two main approaches to training the disadvantaged. Here they were trained specifically to help a particular community project and to become indigenous employees of government programs designed to alleviate the problems of their peers. The other new career approach, of course, is to train disadvantaged in jobs which are purposely designed to move them out of the community and into the mainstream of the middle class. Some of the former, of course, inadvertently result in the latter.

Specht, Harry and Robert Pruger

Job creation: a means for implementing a public policy of full employment. Walnut Creek, Calif., Contra Costa Council of Community Services, Sept. 1966. 47 p. (pub. no. 109, $1.00)

Although Contra Costa County, Calif. is used as a take-off point, this is a fine general discussion of new careers and the problems of establishment and implementation. Three main problems are cited: (1) the integration of nonprofessionals into the civil service system, (2) the numbers and types of persons recruited, (3) the establishment of career ladders. These are then analyzed and solutions are suggested.

Thompson, Margaret A., R. Frank Falk, and Edward C. Knop.

Job interests and job satisfactions of new careerists, [Minneapolis] Univ. of Minnesota General College and Minnesota Center for Sociological Research, Jan. 1969. 99 p. mimeo.

"This report deals with the application of a technical and highly developed series of measurements." It is broken down into three sections: interpretations (generalizations pulled from the body of the report), abstract (more detailed information summarizing and preceding each chapter), and the body of the text which is based on the Minnesota Importance Questionnaire (among others) measuring teacher and social work aides. Basically, the publication not only recommends which jobs should be assigned nonprofessional aides, but why. It is a good handbook for those involved in the actual matching of personnel and tasks, and suggests a plausible career ladder arrangement. The study is based on the Minnesota New Careers Program, a 50/50 work-study arrangement, and its personnel was utilized. It may be assumed (although it is not stated) that the

proposals and recommendations made as a result of the project received practical testing. The text is clearly written with a minimum of jargon and should be understandable even to non-sociologists.

"A report to New Careerists" (8 p.) is a companion publication directed at those new careerists involved in the study, explaining the results to them. This is a human and understanding thing for the research staff to do, and they merit top marks for this alone.

There are additional publications by the same group; Larson, Patricia, Mary Bible, and R. Frank Falk, "Down the up staircase: a study of new career dropouts," May, 1969, 54 p., is an example. All are good and useful.

U.S. Dept. of Health, Education, and Welfare, Social and Rehabilitation Service, Washington, D. C. 20201.

Report to the coordinating committee on training and manpower development by the Task Force on the Use of Subprofessionals and Volunteers, July 31, 1969. 59 p.

This useful source book presents a survey of the various studies carried out or being conducted by HEW contractors as of date of publication. There are a brief survey of the literature and some bibliographies (including the one by the Information Retrieval Center on the Disadvantaged; see Yeshiva Univ.) The Task Force also makes recommendations with regard to development of community understanding, recruitment programs, training, etc.

Periodicals

Cohen, Audrey C., "The College for Human Services," *The Record* (Teacher's College, Columbia Univ.), vol. 69, no. 7, April 1968, pp. 665-682. (Reprint available from University Research Corporation, New Careers Information Clearinghouse. No. 6, March 1969.)

The Women's Talent Corps is a non-profit corporation organized in Sept. 1966 under the auspices of the Office of Economic Opportunity and the Dept. of Labor. Its object is to train mature women from ghetto neighborhoods for careers in community service. It now wants to start a two-year college as an outgrowth of its career-training institute. This good article describes the entire working of the program.

A later article (Featherstone, Joseph, "The talent corps: career ladders for bottom dogs," *The New Republic,* Sept. 13, 1969) also describes this program.

Cohen, Audrey C., "Women's Talent Corps highlights career development in ghetto areas," *Employment Service Review,* vol. 5, no. 12, Dec. 1968, pp. 32-37.

"To be effective, a career development program must establish new job classifications, new entry levels, and new routes of advancement—or career ladders—along which the new jobholders can progress. It must also provide a relevant, intensive educational and training course which will equip heretofore unqualified persons for such new careers. This is what the Women's Talent Corps was able to accomplish for 113 women in its first year of operation, and for 180 women during its second year."

This is a good detailed survey of the operation, which trained paraprofessionals for work in community service. (See Women's Talent Corps.)

Rudney, Shirley, "The Public Employment Service reaches out to the urban poor," *Occupational Outlook Quarterly,* vol. 13, no. 1, Spring 1969, pp. 8-11.

The U.S. Employment Service has changed its philosophy. Now it starts with potential workers and looks for jobs for them rather than vice versa. It has established various programs to reach the hard-core unemployed: Concentrated Employment Program, Work Incentive Program, and Jobs in Business Sector Program. A more detailed description of the JOBS program, designed for private industry, may be found in: *Employment Service Review,* vol. 5, nos. 5-6, May-June 1968, p. 2-9.

Sexton, Brendan, "Realistic vistas for the poor," *The Progressive,* vol. 29, no. 10, Oct. 1965, pp. 30-33. (Published in Madison, Wisc.)

The author states the case for hiring, training, and utilizing minority group members and the poor in nonprofessional roles (visible and nonmenial) in schools, social agencies, and civil service. Upward movement should be made possible and the role of professionals should be redefined in a more meaningful way. This is another basic statement without the specifics of "how."

GENERAL: NEW CAREERS—THE PUBLIC SECTOR

Books and Monographs

Advisory Commission on Intergovernmental Relations

Unshackling local government: a survey of proposals by the Advisory Commission on Intergovernmental Relations. (Rev. ed.) Published as Report No. 1270 of the U.S. House of Representatives, 90th Cong./2d sess. (Committee on Government Operations, Intergovernmental Relations Subcommittee), April 2, 1968. 71 p.

"The purpose of this report is to discuss some of the methods by which States might free local governments to handle many of their problems more effectively and expeditiously. It is intended to bring together for easy reference, and in the perspective of history, the recommendations and suggestions made for this purpose by the . . . ACIR [established 1959]."

Advisory Committee on Merit System Standards

Progress in intergovernmental personnel relations. Report . . . Washington, D. C., U.S. Government Printing Office, 1969. 130 p. 60 cents (no. 353-942) (Prepared for U.S. Dept. of Health, Education, and Welfare)

This very valuable guidebook relating administration of public personnel systems to social and public policy issues contains an excellent section (Part III) on the reconciliation of a merit system with the hiring of the disadvantaged.

Daniel Yankelovich, Inc., 575 Madison Ave., New York, N. Y. 10022.

A study of the nonprofessional in the CAP, Sept. 1966. 176 p. (OEO contract 970) Clearinghouse no. PB176-619.

An overview report of the study of nonprofessionals in CAPs in nine major cities, the text consists of a policy report which summarizes (1) conclusions and recommendations, including a factual profile of who the nonprofessionals are; (2) recommendations about the operational aspects of the program including organizational structure, recruitment, training, upgrading, supervision, evaluation, etc. together with proposed changes in OEO guidelines to strengthen these procedures; (3) an assessment of the program's premises; and (4) recommendations for future directions.

The specific report for each city (with its Clearinghouse number) is:

Washington, D. C., July 1966, 59 p. no. PB176-606
Syracuse, N. Y., June 1966, 34 p. no. PB176-608
St. Louis, Mo., July 1966, 28 p. no. PB176-609
Pittsburgh, Penn., June 1966, 39 p. no. PB176-610
New Haven, Conn., May 1966, 33 p. no. PB176-611
Chicago, Ill., July 1966, 40 p. no. PB176-612
Atlanta, Ga., May 1966, 35 p. no. PB176-613
Los Angeles, Calif., June 1966, 35 p. no. PB176-620
Detroit, Mich., June 1966, 50 p. no. PB176-621

Donovan, J. J., *ed.*

Recruitment and selection in public service. Chicago, Public Personnel Association, 1968. 404 p.

While this book does not specifically cover the special aspect of this bibliography, it is a comprehensive statement of current public service personnel theory and practice and, as such, constitutes a good background document. There is an annotated bibliography of personnel literature.

Harrison, Bennett

Public service jobs for urban ghetto residents. Washington, D. C., National Civil Service League, Fall 1969, 20 p. (1028 Connecticut Ave., Northwest, 20036, 202/659-4714.) Reference file no. 3 of "Public employment and the disadvantaged." Reprinted from *Good Government,* vol. 86, no. 3, Fall 1969 [entire issue].

Public service jobs are becoming more important, especially in the cities, says Mr. Harrison, and therefore new public service workers will be needed. Ghetto residents badly need higher quality employment so the author, with ample charts and documentation, recommends we combine public service jobs and the disadvantaged in the hope that they will spell a new public policy.

Institute for Local Self Government, Hotel Claremont Bldg., Berkeley, Calif. 94705. Randy Hamilton, Executive Director.

Local government new career implementation tactics: conclave proceedings, Sept. 3-4, 1968 (Hotel Canterbury, San Francisco, Calif.), Jan. 1969. 81 p.

The Institute is a non-profit educational and research corporation for the promotion and strengthening of the processes of local self-government. This meeting of more than 125 municipal officials was held to discuss "the most exciting innovation in public personnel administration in the past 25 years." The discussion ranged from what new careers are applicable to local government, through civil service problems and possible solutions, to practical situations. The discussion, papers, and questions and answers are reported verbatim.

Lesh, Seymour

The nonprofessional worker in youth employment programs. New York, Center for the Study of Unemployed Youth, Feb. 1966. 16 p. (Training series)

The author describes the special characteristics of indigenous nonprofessionals which made them valuable staff members. Ways are suggested to recruit, select, train, and supervise nonprofessionals. A career ladder based on that in Pearl and Riessman's "New careers for the poor . . ." is outlined.

Mangum, Garth L. and Lowell M. Glenn

Employing the disadvantaged in the Federal Civil Service. Policy papers in human resources and industrial relations no. 13. Washington, Institute of Labor and Industrial Relations, Feb. 1969. 40 p. $1.50.

This is a basic handbook for those involved in the task of reshaping the Federal civil service to serve the disadvantaged (i.e., uneducated and untrained and sometimes seemingly unsuitable) worker. It describes the obstacles and makes some suggestions for overcoming them, based on two pilot projects. It should be of use on the state and local levels as well if a strong merit system is already in operation.

National Civil Service League, 1028 Connecticut Ave., Northwest, Washington, D. C. 20036, 202/659-4714.

See Harrison, Bennett.

A list of National Civil Service League publications on employment of the disadvantaged appears on inside back cover.

National Committee on Employment of Youth

Opportunity or dead end: the future of CAP aides, Sept. 1966. 87 p. (Final report of CAP Aide Study contract OEO605). Clearinghouse no. PB176-614. (Judith Benjamin *et al,* authors)

This third and final report summarizes prior findings and discusses the prospects for career development in these programs. The text covers the views of both aides and supervisors, existing jobs, and future prospects. Previous reports in this series are:

Interim report no. 1: Evaluation of nonprofessionals in community action programs, April 1966. 116 p. Clearinghouse no. PB176-617.

Interim report no. 2: Hiring and training the nonprofessional, July 1966. 67 p. Clearinghouse no. PB176-615.

The Curriculum Development Project of the National Committee has also produced "A guide for training neighborhood workers in a community action agency," 1967. 98 p. Clearinghouse no. PB183-185.

New Jersey Office of Economic Opportunity. Dept. of Community Affairs

Public employment career development program. Trenton, N. J. First phase: Dec. 1966 (37 p.+); Second phase: May 1968 (30 p.) Frederick A. Schenck, Program Chief.

Here is an interesting step-by-step description of the efforts of one state "to develop realistic, effective programs to meet the personnel needs of the hard-core poor, with the objective of developing new careers in Civil Service. . . . " It is doubtful that the material is generally available, but it would be of great use to those involved in similar work, since it includes case studies, job descriptions, and practical analysis of an on-going program.

Schrank, Robert and Susan Stein

One year of the public service careers program in the city of New York, Dec. 1968, 18 p. (Available from the Ford Foundation, 320 East 43rd St., New York, N. Y. 10017.)

A very frank and useful "how-to-do-it" analysis of the recruiting, training, and counseling problems encountered and solved in the New York City Public Service Careers Program. As of Oct. 1968, 1,108 persons were accepted for the program (mainly female) and trained in nursing, social work, and education, with emphasis on career ladders. Various city colleges cooperated in the training and counseling process. On the basis of the city's experience, it appeared "that rather than offering new careers to trainees, the PSCP has provided new entries into existing careers. . . . It remains now to refine training and education methods and to find a solution to the hiring and upgrading problems."

See also: Setzer, Charles J. and Herman Perveslin, "Work-study as a central personnel function" below.

Social Development Corporation

Merit systems and new careers. (For Dept. of Labor, Manpower Administration, Contract G-8912-99.) [n.d.] 24 p. Single copies free.

This very useful (although elementary) discussion of new careers and the merit system first explains what a merit system is and then provides a step-by-step plan of action for integrating new careers into a merit system. There is useful discussion of the relative merits of "adding on" jobs to existing structure versus creating a new category of jobs. The former tends to dead-end against educational and other criteria, whereas the latter can be developed into true career ladders, the Corporation concludes.

U.S. Office of Economic Opportunity. Community Action Program.
The neighborhood center, Washington, D. C., July 1966. 22 p.

This pamphlet describes the work of a neighborhood center and how it is set up, financed, and staffed. A large percentage of the staff should be local nonprofessionals, the text says, but not necessarily the neighborhood leaders. Although the method of training is not specified, a list of the types of work done by nonprofessionals is included.

White, Leslie R.
New careers in local government. Institute for Local Self Government, Hotel Claremont Building, Berkeley, Calif. 94705, March 1969. 124 p.

This is a "non-technical, step-by-step manual . . . based upon the experiences of local government agencies . . . outlining concepts and approaches as well as strategies and tactics." The appendixes offering job descriptions, career ladders, and training programs in all types of subprofessional fields are particularly valuable, as is the bibliography. The first 66 pages of the main text provide a sound collection of expert advice and evaluation of experience.

Periodicals

Erwin, Kate, "Low-income Winston-Salem citizens earn as they prepare for new careers," *American Education,* vol. 4, no. 5, May 1968, pp. 20-22.

This good article gives a description and examples of the New Careers program in Winston-Salem, N. C., one of 39 in the country as of 1968. The program enrollees are 75 Negroes and 25 white, at least 22 years old, and all in the poverty bracket. Their average level of education is tenth grade. They work 40 hours a week at the minimum wage, with half their time on the job and half spent in groups learning skills, forming attitudes, and talking out job problems. With the assistance of county and public service agencies, they are serving as aides to professionals in the fields of social work, school guidance counseling, recreation, and nursing, with built-in career ladders.

Public Personnel Review, "Do traditional policies still work?" vol. 30, no. 1, Jan. 1969, pp. 49-52.

Three public personnel directors were asked the question: "When a governmental agency undertakes to be an employer in a program to hire hard-core unemployed and similarly disadvantaged persons, what modifications, if any, have to be made in traditional personnel and civil service practices?" Charles A. Pounian of Chicago and Solomon Hoberman of New York says that changes must be made but that this need not destroy the merit system. The restructure of jobs, new recruiting techniques, review of and change in selection methods, and asking only "what is really necessary for job?" are sufficient. Nicholas Oganovic of the Civil Service Commission cites what the Federal govenment has done. The article is brief and fairly general but offers positive statements and approaches.

Setzer, Charles J. and Herman, Perveslin, "Work-study as a central personnel function," *Public Personnel Review,* vol. 29, no. 2, April 1968, pp. 111-114.

An account of the work-study program sponsored by New York City's Dept. of Personnel (220 Church St., New York, N. Y. 10013) and the Board of Education. It was a demonstration project for financially and educationally needy high school students. The authors discuss the function of the central personnel agency, structuring positions for the trainees, and further developments. A new class of position was created (Cooperative Education Trainee) in a noncompetitive class of civil service.

The former director of the New York City Dept. of Personnel, George Gregory, Jr., discussed the role of civil service in the equal opportunity recruitment of the disadvantaged at the 1961 and 1962 annual meetings of the Public Personnel Association, which may be able to supply copies of his talks (1313 East 60th St., Chicago, Ill. 60637).

III. PERSONNEL PRACTICES

In some ways, this section is the core of this bibliography. Here are included titles on all aspects of personnel policies which affect the hiring of the disadvantaged and which may need revision of, or reconciliation with, standard civil service practices and procedures.

The first part covers fair employment. About ten titles dealt with the Fair Employment Practices Commission (FEPC) and private industry and were discarded (See Cronbach in "Selection process"). This was a clear-cut decision. Gray areas arose in the relationship of fair employment to government service and that between the disadvantaged and minority groups in general. So much of the material deals with statistical evaluation of the number of Negroes in the public sector and so little with opportunities in government for the disadvantaged. This is discussed quite frankly in the Michigan Department of Civil Service material annotated below. Those who may be interested in more material on minority-group employment per se should consult: Simpson, Dorothy and Barbara Hudson, *comp.*, "Selected list of references on minority group employment in the public service," Berkeley, California, University of California Institute of Governmental Studies, May 1964, 34 p., an excellent bibliography on the field.

No attempt has been made to review or include recruitment material, except a few brief pamphlets issued by the U.S. Civil Service Commission. We have seen favorable mention of a series of recruitment "Mini-guides" prepared by the California Department of Employment (800 Capitol Mall, Sacramento, Calif. 95814) which are geared to hard-core applicants.

Included in the "Selection process" portion below are all titles on testing, recruitment, and counseling which we have found applicable. These have been grouped because some organizations have found it more fruitful to test all applicants for a program after a period of counseling rather than as an initial move. We have included in this section several titles which have contradictory views on the question of the innate abilities of non-whites.

In both the "Selection process" and "Training" sections it was difficult to decide just how much material dealing with private industry should be included. That which might be applicable to government programs was included; union apprentice plans were discarded, along with U.S. Employment Service programs dealing only with jobs in the private sector. Also discarded were titles on university programs for the disadvantaged if they dealt only with, so far as we could tell, preparation for private industry. Some of the problems faced by private firms, such as the need for supportive services in health, education, and the standards of society, are shared, of course, by both public and private sectors. One of the best articles on this is not generally available. It is "Fitting the hard core into white collars," *Modern Office Procedures,* vol. 13, Sept. 1968, pp. 16-22. Back copies of the magazine are available on microfiche cards from Micro Photo Division, Bell and Howell Co., 1700 Shaw Ave., Cleveland, Ohio 44112.

PERSONNEL PRACTICES: FAIR EMPLOYMENT

Bullock, Paul

Equal opportunity in employment. Los Angeles, Calif., Univ. of California Institute of Industrial Relations, 1966. 113 p. 75 cents.

This publication makes a fairly brief general statement of problems of discrimination in employment and discusses some methods used to combat it. There is emphasis on the positive benefits of non-discriminatory practices. The last chapter discusses additional reading in the field but is not a bibliography.

Fine, Sidney A.

Guidelines for the employment of the culturally disadvantaged. Kalamazoo, Mich., W. E. Upjohn Institute for Employment Research, June 1969. 31 p.

Although the 11 guidelines stated and analyzed here are primarily for private industry (with examples of each from industrial situations), they might well be observed also by public personnel departments employing the disadvantaged.

Friedland, Louis L., "Fair employment practices in the public services," *Public Personnel Review,* vol. 23, no. 2, April 1962, pp. 109-113.

The history of the Fair Employment Practices Commission and Civil Service Commission Federal, state, and local guidelines for personnel officers are here given in the form of rhetorical questions. For example:

Are non-discriminatory practices discussed on the same basis as supervisory training, safety practices, and other routine matters?

How do you know there is no discrimination? What checks can you make?

What do you do with data on application blanks such as birthplace, educational institutions, etc.?

Krislov, Samuel

The Negro in Federal employment: the quest for equal opportunity. Minneapolis, Univ. of Minnesota Press, 1967. 157 p. $5.00.

A review and analysis of public service employment, this volume contains basic material on the problem, progress made to date, and the future role of government. The source from which this title was obtained says the book "will serve as a standard for future assessment of progress in the opening of the federal service to Negroes."

Lockwood, Howard C., "Critical problems in achieving equal employment opportunity," *Personnel Psychology,* vol. 19, no. 1, Spring 1966, pp. 3-10.

The recruitment of *qualified* minority-group applicants is a special problem because they feel they will not get equal consideration, the author says. Their concern over acceptance by fellow employees proved unjustified. The major problem is: what is "qualified?" Test standards seem to be discriminatory and "culture-fair" tests are not the answer, the author believes. He suggests as helpful: examination of job content in relation to test to assure the latter's relevance, use of validated tests only, selection to be made from those who pass by minimum as well as from top scores, consideration of motivation. He says that the real problem is lack of equal opportunity in education. The author has written several articles for the *Personnel Journal* on the testing of minority applicants and fair employment programs for private industry.

(See also Lambert, Nadine M., "The present status . . .")

McVeigh, Edward J., "Equal job opportunity within the Federal government," *Employment Service Review,* vol. 5, nos. 7-8, July-Aug. 1968, pp. 42-47.

This article is a survey of the Department of Labor's action program as a substitute for passive non-discrimination policies. It is the Department's obligation to provide greater employment opportunities at all grade levels for professional and non-professional qualified candidates from minority groups and to provide opportunity for training and advancement. The program includes recruitment and employee evaluation and training for advancement.

Macy, John W., Jr., "The reality of equal opportunity in Federal employment," *Employment Service Review,* vol. 3, no. 8, Aug. 1966, pp. 40-44.

The then-head of the Civil Service Commission discusses some of the statistical progress made in Federal government hiring of the disadvantaged and gives a few examples of civil services changes and programs in the field.

[Michigan] Dept. of Civil Service (Lewis Cass Bldg., Lansing, Mich. 48913, Ernest H. Wallick, Human Relations Director)

A study of non-white employment in the state service. May 1964. 18 p.

A follow-up study of non-white employment in the state service, June 1965. 20 p.

White and non-white employment in the state classified service, July 1966. 22 p.

White and non-white employment statistics in the state classified service, July 1967 (18 p.) and July 1968 (21 p.).

Here is a series of statistical reports assembling "certain pertinent information relating race to characteristics of employment," covering only those who are employed. The 1964 report's introduction mentions the "strong reactions among a few employees who . . . disputed the right and propriety of the Civil Service Commission to engage in such a study" and the limited area of the original study, which does not have information about promotional patterns or applicants. Later reports include analyses of departmental, geographic, and grade level factors. The question of whether these studies appropriately fall within the province of this bibliography depends upon whether we can automatically equate "non-white" with "disadvantaged." Perhaps it can serve as background to work with state civil service commissions. Further information may be obtained from Mr. Wallick or from Mr. Norval Trimpe, Director Research Division, Dept. of Civil Service, Civic Center, 505 West Allegan, Lansing, Mich. 48913.

Sheppard, Harold L.

The nature of the job problem and the role of new public service employment. Kalamazoo, Mich., W. E. Upjohn Institute for Employment Research, Jan. 1969. 30 p.

After a statistical analysis of the present picture of Negro employment, the author reviews various proposals for new career jobs in government.

U.S. Congress. House of Representatives. Committee on Post Office and Civil Service. Subcommittee on Postal Operations.

Hearing, part 1: Personnel promotion system of the Post Office. Washington, U.S. Government Printing Office, 1967. 93 p. (no. 90-7, 90th Cong./1st sess.)

Two articles in these printed hearings are particularly pertinent to this bibliography: W. H. Enneis' "Discrimination planned and accidental" and the Equal Employment Opportunity Commission's "Guidelines on employment testing procedures." The latter also comes in the form of an eight-page pamphlet available directly from the Commission (1800 G St., Northwest, Washington. D. C. 20506). Another popularly written guide for private industry on hiring under Title VII of the Civil Rights Act of 1964 is available from the U.S. Commission on Civil Rights, 801 19th St., Northwest, Washington, D. C. 20425. It is "Employment testing: guide signs, not stop signs," (Clearinghouse pub. no. 10, U.S. Government Printing Office, Washington, D. C. 20402, pub. no. 1968 0-287-632, 20 cents). See also Cronbach, Lee Joseph, "Essentials of psychological testing."

PERSONNEL PRACTICES: SELECTION PROCESS

Books and Monographs

Blocker, J. Lester

How to recruit the disadvantaged, Nov. 11, 1968. Available from First Pennsylvania Bank, Philadelphia, Penn. 19101. 8 p.

Although this describes a training and employment program for a particular private industry, it makes several basic points which are applicable to the public employment of the disadvantaged. The selection process, for example, is easily usable. Applicants recruited by this system were not tested until *after* a 15-week training and employment program in communication and computational skills; they became recruiters on their own. In addition to this Project 35 for adults, the bank conducted other programs for high school students. This speech is a brief summary of the work done by the bank in this field; direct contact would be necessary for more specific information.

Cronbach, Lee Joseph

Essentials of psychological testing. New York, Harper and Row, 1960. 650 p.

A basic text book which anlayzes personnel tests, explains how to give and score tests, and lists tests currently available. The Cronbach text is used as a standard against which to measure Title VII of the 1964-65 Civil Rights Act in: Fincher, Cameron, "Testing and Title VII," *Atlanta Economic Review,* vol. 15, no. 6, June 1965, pp. 15-19.

Title VII does not prohibit the use of ability tests in private industry. The test case was made by the FEPC versus the Motorola Corporation, and there are many articles on this, although they have been discarded as not pertinent to the subject of this bibliography. For those interested in this aspect, some of the articles are:

Ash, P., "Fair Employment Practices Commission experiences with psychological testing," *American Psychologist,* vol. 20, no. 9, Sept. 1965, pp. 797-798.

Business Week, "Hiring tests wait for the score: Myart vs. Motorola," Feb. 13, 1965, pp. 45-46.

French, R. L., "The Motorola case," *Industrial Psychologist,* vol. 2, Aug. 1965, pp. 20-50.

Vincent, Norman L., "The legality and validity of personnel tests," *Best's Insurance News,* vol. 66, no. 10, Feb. 1966, pp. 20-24.

Ghiselli, Edwin Ernest

The validity of occupational aptitude tests. New York, Wiley, 1966. 155 p.

The author writes a fairly technical analysis of various studies on "the validity of tests in the selection and placement of workers in various occupations," presented in a compressed "and hopefully therefore in a digestible manner." There is no index nor any bibliographic or source information. The relevance of this text to this bibliography depends entirely on whether those jobs for which tests are analyzed or compared might be filled in a government by disadvantaged workers.

Gordon, Jesse E.

Testing, counseling, and supportive services for disadvantaged youth: experiences of MDTA experimental and demonstration projects for disadvantaged youths. Ann Arbor, Univ. of Michigan-Wayne State Univ. Institute of Labor and Industrial Relations, 1969. 211 p. (available from Publications Office, P.O. Box 1567, Ann Arbor, Mich. 48106, $4.00)

Mr. Gordon evaluates the testing, counseling, and supportive services provided under 35 Manpower Development and Training Act (MDTA) programs and tries to project his conclusions and discoveries for future practical use. In the process, he evaluates the programs themselves. Although in many cases these youth were being prepared for private industry, the general preparation program should be as useful to those utilizing the disadvantaged in the public service.

Goslin, David A.

The search for ability: standardized testing in social perspective. New York, Russell Sage Foundation, 1963. 204 p. 230 Park Ave., New York, N. Y. 10017, hard cover $4.00; paperback: Wiley $1.45)

Although this is described as the first volume in a series on "the social consequences of ability testing," no additions have been made to the series as of this date, according to the publisher. This volume provides some historical and social perspective on modern tests, their range of use, and their value in prediction of ability. The author says in his foreword that the book should be of special interest to those who make use of tests. There is a thorough index, but no bibliographic or source material information.

Guion, Robert M.

Personnel testing. New York, McGraw-Hill, 1965. 585 p.

Here is a basic textbook "principally concerned with employment problems and with the implications of psychological testing methods for those problems. Its concern is the use of tests rather than tests per se." It is not, continues the author, a guidebook for personnel managers, but is for advanced students in classrooms and for practicing psychologists. The text bears out his contention. Perhaps the only part of value to personnel managers would be the test index and the brief description of each test it leads to.

Herman, Melvin, Stanley Sadofsky, and Bernard Rosenberg
Work, youth, and unemployment. New York, Crowell, 1968. 675 p.

A well-organized collection of readings on the problems of unemployed youth, the book begins with definitions, goes on through history, and discusses the labor market, education, family, adolescence, and delinquency. The only section relevant to this bibliography is Part V: Counseling, guidance, and testing, with the most valuable article being "Guidelines for testing minority group children" by Joshua A. Fishman *et al* [reprinted from the *Journal of Social Issues,* vol. 20, no. 2, April 1964, pp. 129-145]. It is a comprehensive survey of testing and the culturally disadvantaged which could be applied to those other than the subjects discussed.

The article "Preparing disadvantaged youth for work," by Saul S. Leshner and George S. Snyderman [*Employment Service Review,* Nov. 1965] gives the prospective recruiter of indigenous personnel for new career jobs substantive food for thought on recruitment and training policies. It describes quite clearly some of the problems which arise and the follow-through and counseling which should be an integral part of job-training programs.

Kirkpatrick, James J. *et al*
Testing and fair employment: fairness and validity of personnel tests for different ethnic groups. New York, New York Univ. Press, 1968. 145 p. (Washington Square, New York, N. Y. 10003)

The Ford Foundation provided the grant for this project conducted from Sept. 1965 to Aug. 1967, and this is the English translation (more or less) of the official report handed to that organization. It includes a worthwhile review of the literature in the field. The study was based on five actual situations in which an appreciable number "of members of two or more ethnic groups were employed in comparable jobs and in which test and criterion data were available or could be obtained." It appears to be a useful handbook for those involved in testing.

Miner, John B.
Intelligence in the United States: a survey—with conclusions for manpower utilization in education and employment. New York, Springer, 1957. 180 p.

What started out as a research project devoted to the standardization of a particular test ended in this theoretical analysis of intellectual resources. Various factors which enter into the testing of prospective employees are covered here: the nature and measurement of intelligence, verbal ability and the social system, intelligence related to other variables, implications for vocational guidance, etc. The reference list contains 203 titles and there is a possibly useful appendix evaluating jobs according to level of intelligence required to pursue them. The book would probably be of value to those involved in recruitment, training, and classification of non-professionals.

Morrison, Donald R.
Written tests and the charge of cultural bias—implications for civil service agencies. Local Government Personnel Association of the Washington-Baltimore Area pub. no. 3. [n.d., no publisher, printed courtesy of Personnel Division, County of Fairfax, Virginia] 15 p.

This examination of the charges that public personnel tests are culturally biased was presented as a paper to a professional organization on March 16, 1967. The author analyzes each type of test in a brief and general fashion by measuring it against the question of: is the test unfair for certain groups who are the product of a different cultural background than that possessed by those for whom the tests were devised? He tries to set some standards for "culture-free" tests based on his own experiences. A good brief list of references is included.

Pelosi, John William
A study of the effects of examiner race, sex, and style on test responses of Negro examinees, 1968. 192 p. Clearinghouse no. PB178-901, $3.00.

The author did this as his doctoral dissertation at Syracuse University (N. Y.) under a Federal grant (no. 91-34-67-54). His overall conclusion was "that the examiner traits studied did not significantly influence test performance of male Negro subjects on seven of the tests used in the experiment. The only exception . . . was the IPAT Culture Fair Intelligence Test . . . Though differences were small, and non-significant, the general direction contradicts the findings of previous research which suggested inadvertent negative bias due to white examiners." Supporting statistics are included.

Rusmore, Jay Theodore

Psychological tests and fair employment; a study of employment testing in the San Francisco Bay area. Calif. Fair Employment Practices Commission, Jan. 1967. 58 p.

The major problem of tests, this report of a survey of employment testing practice in California notes, is inadvertent discrimination. This is possibly due to invalid tests, they say, and the revision of tests is only one of their recommendations for improvement. The book includes a detailed description of the methodology of this survey.

Sheppard, Harold L. and A. Harvey Belitsky

The job hunt: job-seeking behavior of unemployed workers in a local economy. Baltimore (Md. 21218), Johns Hopkins Press, 1966. 270 p. $7.95.

A study, made possible by a Dept. of Labor grant, of about 530 unemployed persons in Erie, Penn., provides good detailed background information on how people look for jobs: their motivations, expectations, etc. Both blue and white collar workers were covered. The book is a contribution to the general understanding of personnel recruitment. There are three useful appendixes.

Sheppard, Harold L. and A. Harvey Belitsky

Promoting jobfinding success for the unemployed. Kalamazoo, Mich., W. E. Upjohn Institute for Employment Research, April 1968. 17 p.

Of interest to those responsible for the recruitment of the disadvantaged for new career jobs, the authors discuss how the poor go about looking for work. This is probably a summary of their 1966 book, "The job hunt."

Shuey, Audrey Mary

The testing of Negro intelligence. New York, Social Science Press, 1966. (2d ed.) 578 p.

This text summarizes all the studies made of Negro-white differences in mental-test performances in the United States over the past 50 years. "We are forced to conclude that the regularity and consistency of these results suggest a genetic basis for the differences," says the author, predating the recent Jensen article on the subject. The references run from pages 522 to 555.

The first edition of the book was refuted in a review by: Bond, H. M., "Cat on a hot tin roof" (*Journal of Negro Education*, vol. 27, no. 4, Fall 1958, pp. 519-523, published for the Bureau of Educational Research, Howard University, Washington, D. C. by Howard Univ. Press). The reviewer claims that the statistics cited are distorted because they are inaccurately matched, *e.g.* northern white norms with southern Negro norms rather than southern versus southern. (See also Dugan, Robert D., "Current problems . . .")

U.S. Conference of Mayors. Community Relations Service, 1707 H St., Northwest, Washington, D. C. 20006. (298-7535)

Recruiting minorities for public employment. Experience report 105 (Employment Series). Aug. 1966 [n.p.]

"This report suggests specific techniques that have proven to be effective in many cities in recruiting minorities for public employment," states the introduction to this brief pamphlet. The step-by-step description of method is followed by a two-page checklist for the employer. Earlier publications by the same agency include "Recent trends in public employment," "Equal opportunity in public employment," and "Public employment in Savannah, Ga."

U.S. Dept. of Health, Education, and Welfare. Office of State Merit Systems.

Guidelines on recruitment and selection methods for support classes in human services, Aug. 1968. [Washington, D. C.] 11 p.

The techniques of recruiting and selecting community workers from among the disadvantaged are discussed in this brief basic document. Stress is placed on how merit principles can be maintained if consideration of applicants is based on realistic appraisal of the kinds of skills needed for the job rather than on arbitrary testing. Such a system requires that selection be systematic, pertinent to the job duties, and reasonably objective. The most important qualities for workers are cited as: adaptability, dependability, perseverance, and ability to learn.

Periodicals

American Psychologist, "Job testing and the disadvantaged: APA task force on employment testing of minority groups," vol. 24, no. 7, July 1969, pp. 637-650.

What are the "important elements in the chain of events that can lead to the inappropriate use of manpower and unfair and self-defeating personnel practices?" The authors analyze the sequence, discuss each aspect in detail, and make suggestions for "achieving maximum effectiveness of manpower resources."

Arnstein, Sherry, "Testing the untestables," *Occupational Outlook Quarterly,* vol. 8, no. 3, Sept. 1964, pp. 21-24.

A description of the occupational testing program developed by the Jewish Employment and Vocational Service of St. Louis (see that entry). They utilized a four-week testing period in their "factory," using increasingly difficult tasks to determine ability. They also devised a new testing technique for the non-verbal who fail standard tests requiring verbal skills thereby avoiding the past school association of paper-pencil tests.

Barrett, Richard S., "Gray areas in black and white testing," *Harvard Business Review,* vol. 46, no. 1, Jan.-Feb. 1968, pp. 92-95.

Improving tests alone will not solve the problems of testing the culturally disadvantaged, says the author. He is full of practical suggestions for methods of hiring and judging minority workers. While the article is aimed primarily at business personnel managers, it should be of interest to public service personnel managers also.

Champagne, J. E., "Job recruitment of the unskilled," *Personnel Journal,* vol. 48, no. 4, April 1969, pp. 259-268.

This article analyzes the results of a questionnaire used to determine the attitudes and motivations of the unskilled. The detailed information offered is intended as a practical base for improved recruitment techniques.

Cliff, Norman, Sidney H. Newman, and Margaret A. Howell, "Selection of subprofessional hospital care personnel, *Hospitals* (Journal of the American Hospital Association), Dec. 1, 1959, 3 p. reprinted by the U.S. Dept. of Health, Education, and Welfare.

The authors report on a study made in two Public Health Service hospitals to "determine the effectiveness of tests designed to predict successful employee performance at the subprofessional level." They conclude that the tests are accurate in predicting those who can perform the tasks, but do not predict personality or attitudes on the job. They say that the single test which would be the most likely to give the best results is the one determining the ability to follow oral directions.

Culhane, Margaret M., "Testing the Disadvantaged," *Employment Service Review,* vol. 2, no. 5, May 1965, pp. 8-9.

This article offers a brief analysis of what's wrong with current tests when faced with the culturally disadvantaged, and some suggested solutions.

Dugan, Robert D., "Current problems in test performance of job applicants: II," *Personnel Psychology,* vol. 19, no. 1, Spring 1966, pp. 18-24.

"The evidence is overwhelming that the test performance of Negroes trained in southern colleges is different from that of white people who are graduates of northern colleges . . . In this paper, the primary objective is to describe some differences in five separate situations where northern employers were attempting to recruit and hire graduates from southern, predominantly Negro colleges." There was no significant difference between men and women tested; urban Negroes did better than rural Negroes. Negroes seemed to need more time in training to make up for college deficiencies but do better on jobs than test scores indicate. (See also Shuey, Audrey Mary, "The testing . . .")

Dvorak, Beatrice J., "Changing emphasis in occupational test development," *Employment Service Review,* vol. 2, no. 8, Aug. 1965, pp. 45-47.

Updating the article listed below, the author describes the changes made in the General Aptitude Test Battery (GATB) to improve its validity for those lacking basic literary skills. She also discusses improvements in screening tests, occupation lists, and interest check lists.

Dvorak, Beatrice J., "Testing the undereducated (occupational developments)," *Employment Service Review,* vol. 1, nos. 1 and 2, Jan.-Feb. 1964, pp. 20-21.

A discussion of the problems raised when a culturally disadvantaged person must take the U.S. Employment Services General Aptitude Test Battery (GATB). The author illustrates very effectively by reprinting a portion of the test in Korean as an example of what such a person faces. Several state employment services (Colorado, Iowa, Louisiana, Michigan, Missouri, New Jersey, North Carolina, Utah, and Wisconsin) were, at the time of writing, doing research on new tests which would be more applicable.

French, Wendell L., "Psychological testing: some problems and solutions," *Personnel Administration,* vol. 29, no. 2, March-April 1966, pp. 19-24.

The article analyzes some recent pro-con debate on psychological testing. Does the test do what it is supposed to do? Is it valid to the future situation? The author suggests a "clinical-statistical" approach, *i.e.*, utilizing tests appropriate to successful performance of the job to be filled combined with a patterned interview by a trained interviewer with at least a master's degree.

Guion, Robert M., "Employment tests and discriminatory hiring," *Industrial Relations,* vol. 5, no. 2, Feb. 1966, pp. 20-37. (Abridged version in *Employment Service Review,* vol. 3, no. 8, Aug. 1966, pp. 71-76.)

The author discusses the problem of inadvertent discrimination in testing by analyzing the basic principles of testing: predictors, criteria, variables, and validation. He stresses the need for research in validation in order "to distinguish between standards of *test* performance and standards of *job* performance." The relevance of tests as predictors of job performance must also be demonstrated, he says. Effects of cultural deprivation, difference, and/or alienation are discussed and moderator variables are suggested. The article is very detailed with many other recommendations. Bibliography.

Krug, Robert E., "Some suggested approaches for test development and measurement," *Personnel Psychology,* vol. 16, no. 1, Spring 1966, pp. 24-35.

The validity of tests for various groups and the relationship of tests to cultural factors, sex, and type of job to be done are discussed by Mr. Krug. He offers a practical approach to the problem of devising tests for the disadvantaged.

Lambert, Nadine M., "The present status of the culture fair testing movement," *Psychology in the Schools,* vol. 1, no. 3, July 1964, pp. 318-330. (Published by Psychology Press, Inc., Brandon, Vt.)

Although directed chiefly to schools, the article is useful as a discussion of the kinds of culture-free tests that have been developed here and abroad and the problems involved. The author cites the belief of some psychologists that, rather than concentrate on tests, we should concentrate on improving cultural background and educational opportunity.

(See also Lockwood, Howard C., "Critical problems . . .")

Lopez, Felix M., Jr., "Current problems in test performance of job applicants," *Personnel Psychology,* vol. 19, no. 1, Spring 1966, pp. 10-18.

Do differences in test performance forecast differences in successful job performance? The author's analysis was based on a Port of New York Authority situation. Tests utilized were: Clerical Speed and Accuracy test of DAT (Psychological Corp.); custom built, speeded Mental Ability test containing verbal, numerical, and abstract reasoning items; and standardized ten-minute biographical data interview (numerical assessment). Of 2,000 applicants for female toll collector, 865 were tested, 300 were considered eligible, and 182 were appointed. He concludes that combined interview and written testing was necessary to balance ethnic differences. There are supporting tables and a short bibliography.

Mathis, Gerald A., "The disadvantaged and the aptitude barrier," *Personnel and Guidance Journal,* vol. 47, no. 5, Jan. 1969, pp. 467-472.

"The theory and practice of aptitude testing are critically discussed within the context of current efforts to improve the status of the poor," says the author. Aptitude and achievement tests are contrasted and he recommends achievement test principles. This is a fairly technical article with a brief bibliography.

Matthews, Doris B., "Disadvantaged youth can help ease manpower picture," *Employment Service Review,* vol. 3, no. 4, April 1966, pp. 49-50.

The author reports success where tests were dropped for those employed for repetitive jobs not requiring educational background, and she advocates training for upgrading. She fails to provide specific proposals for "how," and the article is a general statement of the need to improve basic education and make vocational training pertinent.

Taylor, Vernon R., "Control of cultural bias in testing: an action program," *Public Personnel Review,* vol. 29, no. 3, July 1968, pp. 168-179.

The Calif. State Personnel Board made a survey of its examination results and produced clear evidence that, while minority groups competed with equal success in interviews, they did not rank as high as the majority-group applicants in written tests, this article reports. The standardized tests were then reviewed for the possible existence of artificial barriers and these were identified as being located in the areas of vocabulary, grammar, and phrasing; the need for speed; poor readability; and lack of clarity in directions and instructions. Nearly all of these test deficiencies were found to be a result of failing to follow the basic rules of test construction. Some alternatives to general tests are discussed: changes in test weights and testing only for minimum level of competency, for example.

PERSONNEL PRACTICES: TRAINING

See also: Specific Programs: Youth, below.

Hannah, Frederick H. and Mary T. Harrison, "Experiential learning for economically deprived adults," *Human Relations Training News,* vol. 11, no. 4, 1967, pp. 3-5.

A "Vestibule Training Program" designed to upgrade the basic skills of 12 economically deprived women was supported by the Atomic Energy Commission. A conference-type program was conducted in which participants who were concerned about their ability to fill certain jobs were exposed to actual job situations. They discussed problems of job-holding and the performance and behavior expected of them. This appears to be a useful technique for alleviating the fear of newcomers and assimilating them into work situations.

Institute for Local Self Government, Hotel Claremont Bldg., Berkeley, Calif. 94705.

Some who dared: community college involvement with public service aspects of the urban problem in California, [June 1969]. 106 p. (Office of Education contract no. 0-8-070192-2375(085))

This is a valuable report on the methods used by Calif. community colleges to alter established ways in order to meet the challenge of providing training for public service. In this article, a state consultant surveys the overall program and five specific community colleges report on their programs. There is much detailed information on curriculum, work experience programs, and other aspects.

Jewish Employment and Vocational Service, Training Service Center, 1905 Kienlen Bldg. 1, St. Louis, Mo. 63133

Final report: the youth-training project, a demonstration program, Sept. 1, 1963-Jan. 31, 1965. 76 p.

Although this project dealt with the training of 16 to 18 year olds for private industry, the methods of training may well be applicable to the public service and several laudatory articles have been written about the program (see, for example, Sherry Arnstein's "Testing the untestables").

Lee, Anne Natalie, "The training of nonprofessional personnel," *Nursing Outlook,* vol. 6, no. 4, April 1958, pp. 222-225. (Published by the American Journal of Nursing Co., New York, N. Y.)

The training program for new aides described in this article focused attention on the need to provide in-service training for long-term aides in order to eliminate a threatened feeling on their part. An added benefit was improved service. There are helpful details of the steps taken.

Luce, Charles F., "1001 good mistakes in training hard-core jobless," *Employment Service Review,* vol. 5, no. 12, Dec. 1968, pp. 6-9+.

The mistakes that Consolidated Edison of New York learned from could be illuminating to others working with the hard-core unemployed.

New Careers [manuals], University Research Corporation, National Institute for New Careers.

A series of training manuals (with a separate guide on each subject for trainer and trainee), these books are available only to those working under a Dept. of Labor New Careers contract. The manuals are revisions and updating of the original work done by the Howard Univ. (Washington, D. C.) Center for Youth and Community Studies (later Institute for Youth Studies). Efforts are now being made to overcome legal obstacles and to arrange for the general availability of these publications at cost. Each manual is a very thorough guide and includes curriculum outlines, information about other material available, and career ladders. Current publications in the series are:

Entry-level training for the human service aide, March 1968. 28 p. (no. 3)

A manual of organization and development: a source book for trainers, April 1968. 15 p. (no. 4)

Generic issues in the human services: a sourcebook for trainers, Aug. 1968. 68 p. (no. 6)

Generic issues in the human services: a manual for trainees, Aug. 1968. 191 p. (no. 7)

The patrolman aide: trainer's manual, Sept. 1968. 262 p. (no. 8)

The patrolman aide: trainee's manual, Oct. 1968. 149 p. (no. 9)

The community/home health aide trainer's manual, Oct. 1968. 212 p. (no. 10)

The community/home health aide trainee's manual, Oct. 1968. 225 p. (no. 11)

The social service aide: a sourcebook for trainers, Oct. 1968. 47 p. (no. 12)

The social service aide: a manual for trainees, Oct. 1968. 177 p. (no. 13)

The teacher aide: a manual for trainers, Oct. 1968. 40 p. (no. 14)

The teacher aide: a manual for trainees, Dec. 1968. 83 p. (no. 15)

Other titles which are currently being rewritten and which should be published in 1969 include those on: the neighborhood worker, community mental health aides, and a volume of collected position descriptions.

Puerto Rican Community Development Project, Inc. 210 West 50th St., New York, N. Y. 10019 (765-9800), Clara L. Luna, Training Officer.

Community action, a manual for community workers (May 1968).

Consumer education. 2 vols. (July 5, 1968 and Aug. 28, 1968).

Housing problems encountered by Puerto Ricans in New York City; an orientation manual for community workers (undated, probably April 1967)

This fine set of mimeographed manuals for community workers was prepared by the Training Department of the project. Each manual covers its subject in well-ordered detail and simple, clear language and provides digests of relevant local laws, appropriate telephone numbers, descriptions of agencies involved, and historical background and perspective on each subject. The basic manual, for example, begins with "Why did the Government initiate community action programs" and gives instructions for individual interviewing, working with groups, the resources of the community, and what is involved in leadership. All in all, a good basic set of training guides.

U.S. Dept. of Health, Education, and Welfare. Social and Rehabilitation Service, Washington, D. C. 20201.

Use of support personnel in vocational rehabilitation: sixth institute on rehabilitation services, May 20-22, 1968, a training guide, 1968. 114 p. (Rehabilitation service series no. 69-13)

A survey on the use of support personnel in state vocational rehabilitation agencies was conducted to determine agency guidelines. The presence or absence of a formal training program, the use of in-service training, and the effect of educational qualifications were considered and tabulated. It was concluded ". . . that the traditional criteria, i.e., age, examination, etc. for personnel selection will have to play a secondary role. It appears that a new method or procedure of selection will have to be established in order to obtain the type of individual who can best serve the agency . . ." Appendixes in this valuable guide include a sample job description and an outline of an in-service training program.

Wachendorf, John R., "Rehabilitation of homes," *Journal of Housing,* vol. 23, no. 8, Aug.-Sept. 1966, pp. 453-454. (Published by the National Association of Housing and Redevelopment Officials, Washington, D. C.)

A description of a Cincinnati, Ohio, program training unemployed youths for urban renewal work. There are details on types of work, who gets help, and project benefits.

Washington. Coordinating Council for Occupational Education, P.O. Box 248, Olympia, Wash.

A handbook for supervisors of the disadvantaged, April 1968. 45 p.+.

This useful handbook contains three sections: Laying a foundation (background material), Supervisory responsibilities (including orientation and on-the-job training), and Barriers to working with disadvantaged persons and proposed solutions. There is also a 14-page Teacher's Guide for the above handbook which outlines the contents of a seminar on the subject. Appendixes and bibliography.

Wein, Harvey J., "Training for Post Office test at YOC," *Employment Service Review,* vol. 5, no. 12, Dec. 1968, pp. 41-45.

The Post Office Dept. has revised its entrance tests (as of March 1967) to be more in keeping with the job to be filled. Applicants no longer have to pass the general abilities test before going on to the more specialized parts. Now they can qualify for a job by doing well on "address comparison" and "following instructions." The Youth Opportunity Corps of Los Angeles took advantage of this and helped to train applicants; this article describes how they did it.

[Women's] Talent Corps, Inc. 201 Varick St., New York, N. Y. 10014.

You and the paraprofessional: manual for staffs of participating training agencies. January, 1969.

Talent corps/College for human services: student's manual. January 1969. c1968.

These useful mimeographed pamphlets discuss new careers from the differing viewpoints of trainer and trainee. Unfortunately materials by this organization, though good, are difficult to obtain. Write for a list of available materials. (See entries under Cohen, Audrey C.)

IV. SPECIFIC PROGRAMS

This final section of the bibliography deals with specialized projects in the specific fields we were able to discover had programs. We reluctantly discarded from this section as not really applicable three titles dealing with the training of volunteers. However, they are of sufficient interest to be mentioned.

Camp Fire Girls, Inc., 65 Worth St., New York, N. Y. 10013, 212/925-1980, Helen Rowe, Research Director.

There are four publications dealing with the organization's Metropolitan Critical Areas Project to train indigenous volunteers.

Epstein, Laura, "Differential use of staff: a method to expand social services," *Social Work,* vol. 7, no. 4, Oct. 1962, pp. 66-72.

The article describes the use of aides at a Travelers' Aid unit located in Chicago's Union Station.

Thurz, Daniel and Richard Bateman, "New uses of personnel in group-service agencies," *Social Service Review,* vol. 38, no. 2, June 1964, pp. 137-146.

The authors recommend the use of nonprofessional volunteer workers in such fields as library work, one which now shows little evidence of utilizing nonprofessionals.

SPECIFIC PROGRAMS: THE AGED

U.S. Congress. Senate. Committee on Labor and Public Welfare. Special Subcommittee on Aging.

Hearings . . . Sept. 18 and 19, 1967 . . ., Washington, D. C., U.S. Government Printing Office, 1967. (no. 84-164, 90th Cong./1st sess.) 318 p. 75 cents.

Community service programs for older Americans are reviewed in an assorted collection of statements, articles, etc. The usual comprehensive work.

Weber, Arnold R., "A 'second career' for older workers," *Manpower,* vol. 1, no. 5, June 1969, pp. 19-21.

The assets and liabilities of older workers are evaluated and pension and retraining adjustments are suggested by the author. He recommends the development of parallel careers in the form of less strenuous but related jobs, *e.g.,* a transfer from production line worker to production clerk, or from process operator to laboratory aide.

SPECIFIC PROGRAMS: COMMUNITY AIDES

Books and Monographs

Grosser, Charles Fletcher

Perceptions of professionals, indigenous workers and lower-class clients. New York, Columbia Univ. School of Social Work, 1965. 155 p. (University Microfilms no. 65-13,947)

Mr. Grosser studied a Mobilization for Youth project in New York for his doctoral dissertation. "Our research into perception and performance," he says, "has produced two statistically significant findings concerning indigenous workers. We have established that such workers in general gauge the community's attitude more accurately than professional staff, and that such workers on the whole are better rated performers than are professional staff members." The rest of the paper shows how and why. See also this author's other works.

Hawkins, Arthur *et al*

New careerist casebook number three: community workers and research aides. Walnut Creek, Calif., Contra Costa Council of Community Services, July 1967. 66 p. (pub. no. 114, $1.00)

The third in a series of case books, this one deals with the work done by indigenous, trained persons assisting neighborhood groups concerned with various community improvements. The case workers wrote their own material, which is printed without commentary or evaluation. There is a final chapter by a research community-liaison worker on the training program.

The North Carolina Fund, P.O. Box 687, Durham, N. C. 27702.

The nonprofessional in rural manpower programs. (MITCE: Manpower Improvement Through Community Effort), [c. 1968]. 61 p.+.

This is one of several publications issued by this typical private state contract organization which handles Dept. of Labor grants for manpower training and utilization. This particular monograph deals with the training of family occupational planning field workers, who were taught to canvass local families about employment difficulties and counsel them on possible remedies. The target area for these indigenous problem-finders were underprivileged rural people and those in designated

pockets of poverty. The field workers were supervised and guided by professional personnel. The book deals with methods of selection, training, problems (some would not talk with those of other ethnic groups), solutions, and recommendations for the future.

A publication called "Blueprint for opportunity" listed in some bibliographies as being issued by this organization is not generally available.

President's Committee on Juvenile Delinquency and Youth Crime

Training for new careers: the Community Apprentice Program developed by the Center for Youth and Community Studies, Howard Univ., Washington, D. C., June 1965. 107 p. (Available from Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402, no. 1966 0-217-886, 60 cents.)

The complete demonstration project for the training of youthful community aides is described here in detail. Appendixes give curriculum outlines and position descriptions. See also the article by Beryce W. MacLennan on the subject.

Reiff, Robert and Frank Riessman

The indigenous nonprofessional; a strategy of change in community action and community mental health programs. National Institute of Labor Education Mental Health Program. Monograph series No. 1, report no. 3, Nov. 1964. 48 p. (Available from *Community Mental Health Journal,* Box 23, Lexington, Mass. 02173, $1.00)

This sound handbook offers a brief but detailed delineation of who the indigenous (as opposed to the "ubiquitous" *i.e.,* outside volunteer) nonprofessional is, what role he can fill in all types of social service, and the problems of his recruitment, selection, and training. It includes a basic bibliography.

U.S. Dept. of Health, Education, and Welfare. Office of Under Secretary.

Closing the gap in social work manpower: report of the departmental Task Force on Social Work Education and Manpower. Washington, D. C., 1965. 90 p.

The social work manpower gap will not be closed without overhauling the social welfare structure, including systems of job classification, this report says. Technicians and other nonprofessionals can be utilized; 23,000 community organization aides (social welfare technicians) were being trained under the 1964 Office of Economic Opportunity (OEO) act.

U.S. Dept. of Health, Education, and Welfare. Bureau of Family Services

Guidelines for use of administrative aides in departments of public welfare, Washington, D. C., 1963. 24 p.+ appendixes. Prepared by Miss Willie V. Bratton.

This is a good guide, but the title is confusing, since some of the examples were other than welfare jobs. Also, the level of education varies from junior college level downward and, in some cases, is unspecified. In general, it is a brief summary of the use of auxiliary personnel in social agencies, with some of the positions described.

U.S. Dept. of Health, Education, and Welfare. Bureau of Family Services and Division of State Merit Systems.

Utilization of auxiliary staff in the provision of family services in public welfare, Washington, D. C. 1965. 24 p.

"This monograph discusses briefly the type of auxiliary positions that might be established, the administrative planning necessary, some factors to consider . . ., and illustrative class specifications." A useful guide, complete with job descriptions.

Periodicals

American Public Welfare Association, 1313 East 60th St., Chicago, Ill. 60637 (312/324-3400. *Public Welfare;* Journal of the . . . Special feature, "Manpower: solving the skill shortage," vol. 27, no. 2, April 1969.

Three articles in this issue are of particular interest: Lolly, Winifred A., "The public service career program—it's [sic] implication for client, agency, and community" (pp. 107-112); Parker, Glenn M., "New careers in public welfare: greater possibilities and some problems" (pp. 112-116); and Gartner, Alan, "The use of paraprofessionals and new directions for the social service agency" (pp. 117-125). They cover the subject from "we should" through "but what about" and on to "this is the way, from 1 to 5." General rather than specific, the articles should be useful background for those interested in this particular field. Useful footnotes.

Brager, George, "The indigenous worker: a new approach to the social work technician," *Social Work,* vol. 10, no. 2, April 1965, pp. 33-40.

This is an article obviously written to convince social workers that those without graduate degrees in social work are not all morons, and that they have a valuable role to play in the field. The author gives some interesting examples of successful use of indigenous personnel in individual situations where a professional would not have been useful. It's a good sales pitch in social workers' language. [See also comments under National Conference on Social Welfare and article by Frank M. Loewenberg.]

Cudaback, Dorothea, "New careerists in public welfare," *Public Welfare,* vol. 26, no. 2, April 1968, pp. 118-124.

This paper describes a new career project sponsored by the California Dept. of Social Welfare in a lively and readable fashion. "This is not so much a paper about these welfare aides as a paper by them," says the author, and the article is filled with comments by the aides on the work they do and the cases they have handled. "The [ten] aides are like the clients they serve. They are typically between 28 and 40 years old, have at least two . . . children . . . and have completed the 11th or 12th grade." It's the best picture yet found of the practical working side of a new career.

Gil, David G. "Social work teams—a device for increased utilization of available professionally educated social welfare personnel," *Child Welfare,* vol. 44, no. 8, Oct. 1965, pp. 442-446.

The author recommends social work teams to relieve the personnel shortage in the field without compromising professional standards or curtailing services. Each team would be a stable, integrated staff unit which assumes responsibility under a professional leader for a jointly carried caseload. Criteria for task classifications must be established and a sense of participation fostered by regular team meetings. He says that probably the best field for such team work would be child welfare.

Grosser, Charles Fletcher, "Local residents as mediators between middle-class professional workers and lower-class clients," *Social Service Review,* vol. 40, no. 1, March 1966, pp. 56-63.

A Mobilization for Youth project in New York hired over 50 local residents to serve as community organizers, homemakers, education liaison workers, and work crew chiefs. ". . . The agency conscientiously solicited persons with the qualities considered endemic to the local population. In addition, it attempted to select those residents who had successfully mastered the intricacies of urban slum life . . . The non-professional workers were significantly more accurate in assessing community views than their professional colleagues." The article concerns itself largely with methods of testing middle-class social worker attitudes as compared with indigenious personnel attitudes. It concludes that, over a period of time, indigenous workers tended toward middle-class attitudes and responses. In other words, do these personnel remain valuable as contact with the poor, or do their jobs simply become channels toward the middle-class for them as individuals? An interesting article opening considerable lines of speculation. See also his other titles on the subject.

Kobrin, Solomon, "The Chicago Area Project—a 25 year assessment," *Annals of the American Academy of Political and Social Science,* vol. 322, March 1959, pp. 19-29.

Although there is only a very brief reference to the use of qualified local residents in neighborhood welfare organizations (p. 24), this article may have some historical value, considering its date. The author lists five advantages of the use of indigenous personnel: knowledge of community, ability to communicate, evidence of sincerity, access to clients, and job training. He also notes that professionals raised the question of competence.

Levinson, Perry and Jeffry Schiller, "Role analysis of the indigenous nonprofessional," *Social Work,* vol. 11, no. 3, July 1966, pp. 95-101.

This article asks the questions: What circumstances brought him into the agency? How does his employment affect the functioning of the agency? What, if any, identity crisis does this generate? If there is an answer, it is so buried in jargon that it cannot be found.

Loewenberg, Frank M. "Social workers and indigenous nonprofessionals: some structural dilemmas," *Social Work,* vol. 13, no. 3, July 1968, pp. 65-71.

Here's a man who tells it like it is. He discusses the "grudging delegation of inconsequential functions" to "nonprofessionals" by "professional" social workers (to whom a nonprofessional is anyone with other than an MA in Social Work). Why do "professionals" find it so difficult to accept and work with indigenous personnel in an OEO neighborhood center? The author concludes that "these problems arise out of the agency setting and the profession's structure . . ." rather than from personal inadequacies of the professional. "There is need," he concludes, "to re-examine the relationship between the social work profession and the newer social welfare programs . . .," which appear to be as much of a closed book to the professionals as are their nonprofessional co-workers. [See also article by George Brager.]

MacLennan, Beryce W. *et al,* "Training for new careers," *Community Mental Health Journal,* vol. 2, no. 2, Summer 1966, pp. 135-141.

Several persons connected with the Center for Youth and Community Studies of Howard Univ. give a practical description of the step-by-step process of training what they call "human service aides." They cover job definitions, recruitment, training, and the broader aspects of social education. See also President's Committee on Juvenile Delinquency and Youth Crime book with the same title.

Manpower, "The case for legal aides," vol. 1, no. 5, June 1969, pp. 26-28.

The article reviews favorably the Office of Economic Opportunity report "Paraprofessionals in Legal Service Programs: a feasibility study." The original study was prepared by the University Research Corporation's Institute for Justice and Law Enforcement and is no longer available.

Rehabilitation Record, "The rehabilitation aide . . .," vol. 9, no. 2, March-April 1968, pp. 35-40. (Available as a reprint from Rehabilitation Services Administration, Social and Rehabilitation Service, U.S. Dept. of Health, Education, and Welfare, Washington, D. C. 20201.)

Three good brief articles on the widely varying use of aides make up one section of the magazine. Problems are described and practical solutions and suggestions are offered. The articles are:

". . . in an Iowa labor union," by Charles E. Harvey;

". . . in a rural poverty area," by Calvin E. Davis; and

". . . in Watts and nearby neighborhoods," by Lenore Karpelowsky Ridenour.

Riessman, Frank, "The revolution in social work: the new nonprofessional," *Trans-action,* vol. 2, no. 6, Nov.-Dec. 1964, pp. 12-17.

What Mr. Riessman means in this very general statement is the potential revolution which could result from the potential benefits from potential utilization of the potential nonprofessional: additional manpower, identification of poor with poor, etc. He suggests some guidelines for training programs: de-emphasis on academic learning and more on learning by doing, the use of role-playing, the need to be explicit, and the team approach.

SPECIFIC PROGRAMS: HANDICAPPED

Auerbach, Leon, "Gallaudet College Computer Center—the story of its 11-year success in training programmers for business, government, industry," *Deaf American,* vol. 21, no. 10, June 1969, pp. 3-5.

While this article reports on a successful training program, it does not contain anything specific about methods, etc.

District of Columbia. Dept. of Vocational Rehabilitation, Washington, D. C. 20005, 202/629-5278.

A national follow-up study of mental retardates employed by the Federal government. Final report, Oct. 1968. (Hedwig W. Oswald, project director)

Of the over 100 kinds of jobs filled by the mentally retarded, 52% were in the classified and postal service, this report states. Study indicates that there is little relationship between job performance and either IQ test scores, school grade level completed, or reading achievement. More important variables which are related to the success of mental retardates in the Federal service are capability to take directions and ability to follow through and to pace work. There was an encouraging upward mobility and relatively low turnover. Job opportunities can be expanded by job restructuring and on-the-job training. This is a useful report that should help dispel doubts about the feasibility of employing retardates. Supporting statistical data.

Kunze, Ruth, "A year of progress in employing the handicapped," *Employment Service Review,* vol. 5, no. 12, Dec. 1968, pp. 38-39.

The author describes various national programs to help the handicapped become self-supporting. Over 300,000 have been placed since World War II, 14,500 in the Federal government itself, but thousands more are still unemployed.

McDonald, James L., "First New England civil service training program sponsored by Boston Speech and Hearing Foundation," *Deaf American,* vol. 21, no. 10, June 1969, p. 26.

The author, director of the Foundation, taught in a pilot program for the training of deaf Post Office clerk-carriers in the Boston area. The successful pilot program was originated by William Manning of the District of Columbia Dept. of Vocational Rehabilitation as part of an adult education program. Only 12 persons attended the first session, of whom nine took a group civil service test; six passed, one with the highest score ever recorded. The classes will be repeated.

Swain, Robert L., *moderator,* "Panel of pioneer deaf programmers discuss opportunities in the computer field for the deaf" [sic], *Deaf American,* vol. 21, no. 10, June 1969, pp. 5-8.

The title says all. Mr. Swain leads five deaf computer programmers in the discussion. [See also Ulan, Martin S. below.]

Wright, Richard, "Deaf clerk-carriers in Post Office experiment," *Employment Service Review,* vol. 5, nos. 10-11, Oct.-Nov. 1968, pp. 26-28.

In Wayne County, Mich., 75 deaf students completed Post Office training courses. They learned rapidly and 56 took the clerical exam. Twenty-seven passed and 21 are now employed.

SPECIFIC PROGRAMS: HEALTH AIDES

Bellin, Lowell Eliezer, Mary Killeen, and John J. Mazeika, "Preparing public health subprofessionals recruited from the poverty group—lessons from an OEO work-study program," *American Journal of Public Health,* vol. 57, no. 2, Feb. 1967, pp. 242-252.

The article is a report on community college training of high school graduates as subprofessional or auxiliary health workers. It includes detailed information on the course of study and field experience offered, and summarizes the knowledge gained from the program by the originators. It is a useful report on a specific project which might also be applicable to programs with lower educational levels.

Callan, Laurence B., "Health education aide trainee project," *Public Health Reports,* vol. 84, no. 5, May 1969, pp. 459-464.

In 1967 the American Cancer Society branch in Calif. successfully trained four aides to work with poor people to encourage early diagnosis and early care of cancer. This is only one possible use of such indigenous health aides, says Mr. Callan. American Indians have been using such indigenous health aides since the 1950's and community health aides to work with migrant farm labor have been used in Calif. since 1961. [See also article by Jerrold M. Michael.]

Frankel, John, "To break the cycle of poverty and poor health," *Employment Service Review,* vol. 3, no. 11, Nov. 1966, pp. 18-20.

The Neighborhood Health Center Program of the Office of Economic Opportunity provides the opportunity for the training and development of health manpower. Eight centers had been started by the date of writing (Boston, Chicago, Denver, Los Angeles, New York, and Mound Bayou, Miss.) where different methods of improving services and utilizing residents were being tested. Nonprofessionals were being trained as mental health aides, laboratory assistants, clinic assistants, and health aides.

Hall, John R., "Toward health career ladders," *Employment Service Review* vol. 3, no. 11, Nov. 1966, pp. 23-24.

This article emphasizes the responsibility of management in the creation of career jobs in the health field and recommends changing the system without damaging patient care.

Heyman, Margaret M., "A study of effective utilization of social workers in a hospital setting," *Social Work,* vol. 6, no. 2, April 1961, pp. 36-43.

This report of a 1959 study project in a Philadelphia hospital again uses the social workers' definition of nonprofessional as someone without a graduate degree in social work. Although the report seems to assume a high educational level for all categories of jobs, the criteria for levels of jobs and the evaluation questionnaire might be of peripheral use. In her "Criteria for the selection of cases according to levels of staff skills" (*Social Casework,* vol. 42, no. 7, July 1961, pp. 325-331) the author gives the job descriptions used by the project according to the level of expertise (senior caseworker, caseworker, case aide, secretary) and reports on the caring for cases according to this breakdown. She feels it was a successful approach.

Hoff, Wilbur, "Training the disadvantaged as home health aides; programming success achieved by the Alameda County [Calif.] Health Department," *Public Health Reports,* vol. 84, no. 7, July 1969, pp. 617-623.

The former director of the Alameda County Health Dept. (499 Fifth St., Oakland, Calif. 94607, 834-5151) describes the methods used to conduct the project and evaluates its results. Of 92 adults selected, 83 completed the course, and were certified as home health aides. The project's participants were not "creamed off," the author says (see Reissman under New York Univ. New Careers Development Center on that subject) but had widely differing educational backgrounds; 65% required additional education. The detailed story of the project described in this article may be found in the Alameda County Health Dept.'s "Home health aide pilot training project, final evaluation report" of Feb. 1968 (125 p.). However, their "supply is very low," and this article is the only generally available record of a success story complete with concrete suggestions.

Kent, James A. and C. Harvey Smith, "Involving the urban poor in health services through accommodation—the employment of neighborhood representatives," *American Journal of Public Health,* vol. 57, no. 6, June 1967, pp. 997-1003.

"Departing from the concept of the indigenous nonprofessional, the Maternity and Infant Care Project . . . [of] Denver's Dept. of Health and Hospitals has created a new role for indigenous people. Neighborhood representatives, as they are called, are hired specifically to represent their disadvantaged neighborhood . . . as a semi-independent worker, [he] becomes a 'link' . . . Unlike the nonprofessionals, representatives are not closely supervised nor are subprofessional tasks imposed upon them." On-the-job training evolved from problem identification to problem analysis and finally to problem solving. There was a marked increase in clinic use, directly traceable to the representatives. This is a program for getting to the hard-to-reach, but, in the process, the representative also serves as a social worker aide, securing food and clothing, taking handicapped on shopping trips, assists in acquiring of welfare grants, etc. Also, the neighborhood representative was not using the job as a pathway out of poverty, but stayed with and identified with the neighborhood. [See works by Charles F. Grosser]

Michael, Jerrold M., "Experiences of the Public Health Service in training and using health auxiliaries," *Public Health Reports,* vol. 84, no. 8, Aug. 1969, pp. 681-689.

The programs for training indigenous field workers for the Division of Indian Health are described, but unfortunately without inclusion of specific information on training methods or basic requirements for inclusion in the programs. The article does include a useful list of division training manuals. [See also article by Laurence B. Callan]

Piemer, Sydney C., Gertrude Z. Gass, and Aaron L. Rutledge, "An experiment in retraining unemployed men for practical nursing careers," *Hospitals* (Journal of the American Hospital Association), vol. 40, no. 20, Oct. 16, 1966, pp. 87-90+.

The article describes an experimental program and, based on the experience, presents guidelines for the establishment of such a program on a regular basis.

Rice, Donald T., "Three paradoxes in health development," *Public Health Reports,* vol. 81, no. 10, Oct. 1966, p. 885.

The author points out the continuing need for subprofessional health service staff no matter how advanced the medical system becomes. Although he uses developing countries as an example, the same point is pertinent to the United States. "In the long run, improvement in the health of the population will depend on the extent to which . . . the values, economy, and sensibility of using minimally trained auxiliaries are recognized."

Sanders, Marion K., "The doctors meet the people," *Harper's Magazine,* vol. 236, no. 1412, Jan. 1968, pp. 56-62.

Family-health workers who have been taught a variety of home-nursing jobs and who also serve as patient advocates are part of a health team. Doctors are called on for consultation as the nurse, who serves as team captain, determines and regular discussion conferences are held for guidance. The program begins with selection from recruitment rolls (30 of 450 applicants), core training, then specialized training as family-health workers, lab technicians, or medical record-keepers. New jobs are being developed, such as obstetrical assistant and anesthesiology assistant. "It costs the taxpayer approximately $1,000 to educate each trainee . . ." In conjunction with City College of New York (now CUNY), a career ladder program was developed. There are still problems, however: status-conscious professional organizations who choose the most promising rather than the most needy candidates and the need for more involvement of the poor. Other programs of a similar nature are being carried out all over the country under OEO funds.

Steinberg, Sheldon S., Eunice O. Shatz, and Jacob R. Fishman, "New careers: a major solution to the environmental health problem," *American Journal of Public Health and the Nation's Health,* vol. 59, no. 7, July 1969, pp. 1118-1123.

This is a concise summary of the need for and the problems of training adequate manpower for health services. The authors describe a new careers program in the field and outline the advantages as well as the problems which must be faced. The question is not, they say, whether indigenous personnel should be utilized, but rather how quickly we can analyze and alter the existing system to utilize both available and trainable manpower.

U.S. Dept. of Health, Education, and Welfare. Office of Education, 400 Maryland Ave., Southwest, Washington, D. C. 20202.

Good training, good jobs: MDTA occupational therapy assistant program, 1968. 5 p. (no. OE-87027)

A brief pamphlet describing the therapy program and listing the training outlets.

SPECIFIC PROGRAMS: LABORATORY ASSISTANTS

National Committee for Careers in Medical Technology, 9650 Rockville Pike, Bethesda, Md. 20014

Laboratory assistant field project: final report [prepared for the Manpower Administration, U.S. Dept. of Labor, no. 82-08-67], June 30, 1968. 50 p.

The Committee undertook this three-year program to promote and encourage the development of additional 12-month training programs in as many states as possible. There are now 160 schools operating under the 1963 standards of the Board of Certified Laboratory Assistants and 400 of the 1,100 trainees during the period covered were classed as disadvantaged. "It is concluded that all types of disadvantaged are trainable but better orientation is needed to prevent dropouts. Trainees at this level require counseling . . . the various categories of laboratory personnel must be more clearly defined . . . and the medical laboratory professionals should concern themselves with the application of laboratory assistant training to usage on the job." The text and appendixes provide detailed information on the entire project.

Ulan, Martin S., "Handicapped workers rate high as lab employees," *Hospitals* (Journal of the American Hospital Association), vol. 43, no. 4, Feb. 16, 1969, pp. 45-47+.

The author reports on a study made by National Committee for Careers in Medical Technology on the successful training of the medically handicapped as medical technologists and assistants in hospital laboratories. The study indicates that 90% of disabled workers presently employed rated satisfactory, even when their disability was severe.

SPECIFIC PROGRAMS: POLICE AND CORRECTIONS

Benjamin, Judith G., Marcia K. Freedman, and Edith F. Lynton

Pros and cons: new roles for nonprofessionals in corrections. Washington, D. C. 20402, U.S. Government Printing Office, 1966. 127 p. 40 cents (no. 214-138). (Prepared by the National Committee on Employment of Youth for the Office of Juvenile Delinquency and Youth Development of the U.S. Dept. of Health, Education, and Welfare.)

Because low pay and undesirable working conditions make it difficult to attract professionals to the field, the major thrust in correctional institutions has been toward upgrading the nonprofessional. This is done by in-service training, team approach, and group counseling. All this is thoroughly described and documented in a serious book with a punning title.

Bergen, Abraham H., "Police find recruits elusive," *Manpower,* vol. 1, no. 5, June 1969, pp. 2-7.

The author discusses the shortage not just of applicants, but of qualified applicants, and reports on both sides of the question. For example, Berkeley, Calif., overcame its shortage by *raising* requirements to include at least two years of college, while the opposite view is presented in the argument that present tests do not evaluate properly the qualities that make good police officers and so tend to disqualify many competent Negroes. This well-written article documents other issues in police recruitment: pay, training, qualifications, etc.

Coleman, Noble E. *et al*

New careerist casebook number two: police community aides and probation aides. Walnut Creek, Calif., Contra Costa Council of Community Services, June 1967, 67 p. (pub. no. 113, $1.00)

The cases handled by several new careerists working with the police and probation departments of Richmond, Calif., are provided without evaluation. They cover three areas: street work, daytime treatment center, and detention center. The authors caution that the reader should not infer, as is suggested by the material, that the work done by these new careerists would not necessarily have been done in their absence. The workers wrote the material except for the introduction.

Industrial Bulletin, "Their goal: to become 'men in blue,' " vol. 45, no. 7, July 1966, pp. 2-4. (A publication of the New York State Dept. of Labor, State Campus, Albany, N. Y. 12226)

Manpower Development and Training Act (MDTA) money was used in this program aimed at recruitment of Negroes and Puerto Ricans for the New York City Police Dept. Some 325 men started training in 1966. They were recruited by a mobile bus which ranged through their neighborhoods, similar to one in use in Washington, D. C. Applicants were screened out only for convicted felonies or obvious lack of scholastic ability.

Kirkbride, Joe B., "Familiar faces bridge police-ghetto gap," *Manpower,* vol. 1, no. 3, April 1969, pp. 24-27.

Fifteen men, ages 20 to 39, are being trained under a new careers program in Oakland, Calif., to become general services police employees. The police department suspended educational and other professional requirements and used the U.S. Employment Service to recruit the men for the two-year program. (See Institute for the Study of Crime and Delinquency.)

Misner, Gordon E.

The development of "New Careerist" positions in the Richmond Police Department. Walnut Creek, Calif., Contra Costa Council of Community Services, Jan. 1966. 70 p. (pub. no. 103, $1.00)

The complete story of the development of the community aide program in the city police department, from the original agreement of cooperation, through the training of five persons, to the projection of such a project to larger metropolitan areas. A sound report.

Shearer, Lloyd, "Cops and copouts: ex-cons join the police force," *Parade,* Aug. 24, 1969, pp. 4-5.

The Los Angeles Police Dept. took advantage of Dept. of Labor Concentrated Employment Program of New Careers funds to set up a program utilizing hard-core unemployed as community relations aides. Eighteen of the first 20 applicants were ex-convicts and this highly-journalistic account indicates the program has been a success.

Social Development Corporation

New careers police-community relations. (For Dept. of Labor Manpower Administration, Contract no. G-8912-99), [n.d.] 40 p. Single copies free.

In addition to providing useful careers, the police-community relations aide position is seen as a bridge between the dangerously polarized disadvantaged community and the police. The article contains practical explanation of the role of the aide and how to establish the position, including a report on the successful Los Angeles police aide program.

SPECIFIC PROGRAMS: PSYCHIATRIC AND MENTAL HEALTH AIDES

Christmas, June Jackson, "Group methods in training and practice: nonprofessional mental health personnel in a deprived community," *American Journal of Orthopsychiatry,* vol. 36, no. 3, April 1966, pp. 410-419.

The Group Therapy Program of Harlem Hospital (which recently threatened to close its doors for lack of funds) was using indigenous aides in 1965 to "not only provide new types of mental health services, but also make . . . possible identification of the effect of these new roles on patient progress, family, community and professional attitudes." Men and women of all ages were recruited through clubs, churches, and community agencies or from neighborhood projects. Trained casework aides (two full time and four part time) work with a group of 20 patients under professional direction. Each aide also performs case service to specific patients. The training is by group and includes a two-to-three week orientation period, on-the-job training by graduated tasks, and continuous training-group experience. Reports are made daily by tape recorder rather than in writing. The aides also have enrichment training, the cooperation of professionals on a structured basis, and are able to participate gradually in the total program.

Day, Max and Alice M. Robinson, "Training aides through group techniques," *Nursing Outlook,* vol. 2, no. 6, June 1954, pp. 308-310.

The techniques for in-service training of psychiatric aides used in the Boston State Hospital are the subject of this article in the magazine of the American Journal of Nursing Company (N. Y.). Problems and successes are described. The practical experiences reported would be pertinent to other fields.

Group for the Advancement of Psychiatry, 104 East 25th St., New York, N. Y. 10010. (Publications office)

Symposium no. 10: Urban America and the planning of mental health services, Nov. 3, 1964. 516 p. $2.00.

The only relevant article in this publication is "The mental health agent in the urban community" by James G. Kelly (pp. 474-494), which discusses the value of using trained indigenous personnel to link "the informal and the formal networks of health facilities." He suggests additional research in the field and long-range planning and appends an extensive bibliography directly related to the subject.

Hallowitz, Emmanuel and Frank Riessman, "The role of the indigenous nonprofessional in a community mental health neighborhood service center program," *American Journal of Orthopsychiatry,* vol. 37, no. 4, July 1967, pp. 766-778.

This is an account of a successful program utilizing indigenous nonprofessionals as mental health aides in Neighborhood Service Centers. These localized centers took their services to where the people were and depended largely on nonprofessionals who acted more as friends with "know how" than as social workers, intervening to give practical assistance in solving problems. The centers are aptly referred to as "psychological first-aid stations." A useful example of action that can be taken.

Robinson, Alice M.

The psychiatric aide: a textbook of patient care. Philadelphia, J. B. Lippincott, 1959. (2d ed.) 200 p.

Although it is ten years old, this is a fine, useful basic training text for those who want to provide more than just immediate patient care. It is simply written for use by student nurses and volunteers and could easily be used by those with a grade school education because it "concerns itself primarily with the relationships between people and the attitudes that are the essential tools . . ."

Savino, Michael T. and Frederic T. Schlamp, "The use of non-professional rehabilitation aides in decreasing re-hospitalization," *Journal of Rehabilitation,* vol. 34, no. 3, May-June 1968, pp. 28-31.

"The trained nonprofessional, especially those indigenous to low income and minority areas, can be uniquely effective in dealing with the problems of the returning ex-mental patient within his own subculture." Besides, they help overcome the shortage of professionals in the field and alleviate the "non-use" of professional help by those who need it most. An excellent article—clear, well-organized, with a practical description of the need for nonprofessionals, their role in patient work as well as in filling a gap in the profession, and how to initiate the jobs. Bibliography.

U.S. Dept. of Health, Education, and Welfare. Public Health Service, National Institute of Mental Health.

Highlights from survey of psychiatric aides. Bethesda, Md., 1964. 18 p.

A 1963 survey of 96,200 psychiatric aides in 282 state and county hospitals revealed that only 9% had some college education. There were 21% with eighth grade education or less, 31% with some high school, while 40% had completed high school. About 90% of the hospitals reporting indicated that they maintained formal training programs since 92% of their aides had had no previous training and 73% had had no previous relevant experience. Duties are described, but there is no discussion of recruitment methods.

SPECIFIC PROGRAMS: TEACHING AIDES

Alexander, S. Kern, "What teacher aides cannot do," *Nation's Schools,* vol. 82, no. 2, Aug. 1968, pp. 23-25+.

This useful article discusses the legality of hiring teaching aides and concludes that, in the absence of a statute to the contrary, the power to hire and pay teacher aides is within the authority of local school districts. He cites court decisions to this effect and reviews different states' actions in regard to authorizing the hiring of teaching aides. The authority and liability of teaching aides is also summarized and the article includes a 20-question quiz: "Paraprofessionals are in schools to stay—true or false?"

Anderson, Robert H., "Organizational character of education: staff utilization and deployment," *Review of Educational Research,* vol. 34, no. 4, Oct. 1964, pp. 455-469.

The topic "subprofessionals and paraprofessional personnel" occupies only one page of this article, which otherwise deals with organizational teaching problems. As of 1964, says the author, few school districts utilized teaching aides in spite of widespread acceptance of them. He reviews the literature on the subject to that date.

Bowman, Garda W. and Gordon J. Klopf

New careers and roles in the American school. Report of phase one; a study of auxiliary personnel in education. New York, Bank Street College of Education for the Office of Economic Opportunity, Sept. 1967. 201 pp. (Clearinghouse pub. no. PB184883)

The text is a report of experiences with 15 demonstration programs operating in 1966. "In essence, the experience . . . seemed to indicate that it is not likely that the desired outcomes from the utilization of auxiliary personnel in a given school situation would be realized unless certain preconditions to their use were established . . .," say the authors. Although this volume begins with a summary of recommendations, the main body of the text covers only two areas of concern to this bibliography: role definition and development and training. Phase II, in another volume, focuses upon institutionalization.

As in other Bank Street publications done for the OEO, "auxiliary" means any assistance to teachers by other than professionals. A useful publication with good appendixes.

Bowman, Garda W. and Gordon J. Klopf

Training for new careers and roles in the American school. New York, Bank Street College of Education prepared for the U.S. Office of Education. Jan. 1969. 20 p. (Available from: Mr. M. Neben, Bureau of Educational Personnel Development, U.S. Office of Education, 400 Maryland Ave., Southwest, Washington, D. C. 20202)

This is a brief outline of the factors involved in re-arranging the teaching profession to include new careerists. Audio-visual and written training materials (the training guide is titled: "A learning team" by the same authors) are also available from the same source as is this pamphlet.

Connors, Joy, "Building a career ladder," *American Education,* vol. 5, no. 2, Feb. 1969, pp. 15-17.

This article in a Dept. of Health, Education, and Welfare magazine describes how paraprofessionals have been made an integral part of the revised structure of teaching in Temple City, Calif. The integrated career ladder includes a place for teachers' aides, resource center attendant, and laboratory assistant, all of whom may move up the teaching and administration ladder as they acquire additional education. The magazine is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402 for $4.50 a year or 45 cents a single copy.

Egerton, John, "Quasi-teachers: a growing breed," *Southern Education Report,* vol. 1, no. 4, Jan.-Feb. 1966, pp. 2-7.

The author points out the increasing need for teachers and the increasing use of "quasi-teachers." He suggests revision and standardization of certification requirements and refers to the suggestion by Dr. Richard C. Lawrence that teacher's colleges utilize the training techniques of the Peace Corps, Job Corps, and VISTA volunteers. He mentions Francis Kappel's case histories of teachers lost to the profession because of rigidity of standards. In addition, he reviews favorably the suggestions of Pearl and Riessman in "New careers for the poor" that a ten-year career-development program of teachers is needed, from noncompleted high school to certified professional by on-the-job training. The magazine is published by the Southern Education Reporting Service of Nashville, Tenn.

Esters, Allee, *et al*

New careerist casebook number one: school community workers. Walnut Creek, Calif., Contra Costa Council of Community Services, March 1967. 56 pp. (pub. no. 112, $1.00)

The cases handled by five Richmond, Calif., school community workers are presented without comment or analysis to show what can be done. Each worker wrote his own chapter.

Glovinsky, Arnold, Director, The Paraprofessional Study, 1500 Guardian Bldg., Detroit, Mich. 48226, 313/224-5595

The practice and the promise: paraprofessionalism in the schools of Wayne County, Mich. Studying the contribution of the paraprofessional and planning for their recruitment, selection, training, and use in the Wayne County Public and nonpublic schools—the paraprofessional study. Title III, ESEA, USOE no. 67-2998; Detroit, Wayne County Intermediate School District, Sept. 1968. 49 p.

This is an excellent publication on a project that studied the use of paraprofessionals in a school district that employs over 7,000 of them. (This includes the City of Detroit school district as well as 42 much smaller districts.) The report poses and answers four basic questions on the limits of paraprofessionalism, the kinds of paraprofessionals (currently employed, estimated needs, salaried and/or volunteer, and types of aides), the need for training, and the content of a training program. Included also are recommendations that are guidelines for use of paraprofessionals with emphasis on career ladders and upward mobility. An appendix lists specific tasks performed by various kinds of aides.

North Carolina. State Dept. of Public Instruction, 326 State Education Bldg., Raleigh, N. C.
The teacher aide in North Carolina's Comprehensive School Improvement Project, May 1966. 30 p. Prepared by Frank C. Emmerling and Kanawha Z. Chairs. Pub. no. 395.

This is a valuable discussion of the how's and why's of teacher's aides with conclusions and recommendations based on successful experience. Two other publications describing the North Carolina experience are:

"Born a-growing," Nov. 1968, 48 p., Pub. no. 419, which provides additional background information on the overall program as well as a useful section on teacher's aides; and

"Aides for better schools: a report on the use of teacher aides, library aides, and health room aides in the public schools of North Carolina under Title I, ESEA," July 1967, 47 p., which contains statistical information on salaries, hours worked, duties performed, and a general guide to the program.

Pope, Lillie and Ruth Crump, "School drop-outs as assistant teachers," *Young Children,* vol. 21, no. 1, Oct. 1965, pp. 13-23. (Published by the National Association for the Education of Young Children, New York, N. Y.)

The authors describe an encouraging and successful program in which school drop-outs were trained as teachers' assistants. They report on the training techniques and the course of study.

Richmond, Charlotte, "The teacher aide," *Occupational Outlook Quarterly,* vol. 12, no. 4, Dec. 1968, pp. 1-3.

In this popularized article designed to sell the career, the author gives brief descriptions of the roles teachers aides may perform. There is a general statement of entry requirements.

U.S. Office of Economic Opportunity. Community Action Program.
Community action: the nonprofessional in the education system, Washington, D. C., July 1966. 20 p. (pamphlet no. 5)

The pamphlet provides a brief discussion of the training of nonprofessionals as teacher aides, describing the jobs that can be performed by them. It also cites training programs that have been conducted and how to organize this type of project.

SPECIFIC PROGRAMS: YOUTH

See also various titles in "Personnel practices" above and Center for the Study of Unemployed Youth in "Sources."

Benjamin, Judith G., Seymour Lesh, and Marcia K. Freedman
Youth employment programs in perspective. Washington, D. C. 20402, U.S. Government Printing Office, [1965]. 121 p. 45 cents (no. JD-2001-1965). (Prepared by the National Child Labor Committee/National Committee on the Employment of Youth for the Office of Juvenile Delinquency and Youth Development of the U.S. Dept. of Health, Education, and Welfare)

The report describes and assesses various programs and focuses on the choices of selection criteria made, specific groups of youth served, and the effectiveness of the efforts. There is a useful summary of the attempts made to make young "unemployables" employable and an appendix provides guidelines for establishment of youth employment programs.

Bingham, William C.
Counseling services for unemployed youth. New York, Center for the Study of Unemployed Youth, Summer 1967. 66 p.+. (Manpower training series)

This review of what is known and what is unknown in the field of counseling (see Project Cause) would be of use to anyone responsible for giving advice to potential employees who are poorly prepared to fill jobs. Three pages of references. A useful guide and summary.

Cole, Edward

Work programs and the youthful offender. New York, Center for the Study of Unemployed Youth, June 1966. 18 p. (Training series)

Youthful offenders are defined as young men 16 through 21 "who are out of school, out of work, and have come to the attention of legal enforcement officials." The work training programs sponsored by the Federal government for these individuals are reviewed briefly in this monograph.

Cassell, Frank H., "New dimensions in employment services for youth," *Employment Service Review,* vol. 3, no. 5, May 1966, pp. 1-6.

The head of the U.S. Employment Service describes its counseling and placement services which utilize Youth Opportunity Centers and other Federal programs.

Gordon, Jesse E., "Project CAUSE, the Federal anti-poverty program, and some implications of subprofessional training," *American Psychologist,* vol. 20, no. 5, May 1965, pp. 334-343.

Discussing the reasons for and the extent of youth unemployment, the author uses as an example of efforts to combat it Project CAUSE of the Dept. of Labor (see "Sources") which in 1964 recruited about 1,900 people for intensive eight-to-ten week training courses conducted by 27 universities. They were prepared for subprofessional roles at Youth Opportunity Centers. The problem was that professionals in the field have raised standards higher and higher and did not wish to make room for subprofessionals no matter what the manpower shortage. He makes some specific suggestions for changing the minds of professionals.

Herman, Melvin and Stanley Sadofsky

Youth-work programs: problems of planning and operation. New York Univ. Graduate School of Social Work, Center for the Study of Unemployed Youth, 1966, 208 p.

"The study described in this report, conducted between September 1964 and August 1965, focused on nine youth-work programs in various parts of the country." It is a "broad survey of the problems of youth-work programs rather than an analysis in depth." The conclusions and recommendations of the study seem far more concerned with recommending further research, improvement of methodology, and training of research personnel than with the main subject, but the book may be of interest to those who want information on specific projects dealing with youth. The 89th Congress report is far better (see below).

Nellum, Albert A., *et al*

An analysis of summer youth demonstration programs. Washington, D. C., U.S. Dept. of Labor Office of Manpower Policy, Evaluation, and Research, Dec. 1966. 145 p. (Prepared by A. L. Nellum and Associates)

A private research firm reviewed 13 of the 33 summer youth projects under the jurisdiction of OMPER for usable techniques. They combined a study of the original proposals with interviews and observation. The 13 projects were chosen at random and most deal with the training of 13- to 15-year olds for private employment. In Kansas City, however, 150 youths were placed at a nearby air force base. The authors recommend more of this approach to nearby government installations. In general, they say, "we sought to determine *what* was accomplished and *how* it was accomplished."

U.S. Congress. Senate. Committee on Labor and Public Welfare. Subcommittee on Employment, Manpower, and Poverty.

Profile of Youth—1966. Washington, D. C., U.S. Government Printing Office, 1966. (89th Cong./2d sess., Sen. doc. no. 24, pts. 1 and 2) 908 pp.

Anything anybody could possibly want to know about American youth and the economy will be found here. Part I covers data on unemployment, employment, job training, educational and income levels, physical conditions, and special problems. This is followed by a detailed listing of all national organizations having anything to do with youth and their programs. Part II is concerned with a state-by-state breakdown of all activities dealing with youth. This covers many job training programs as well as those dealing with health, education, and general welfare. This is a basic compendium for those interested in youth employment.

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